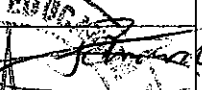
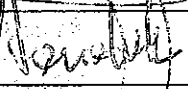
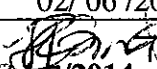
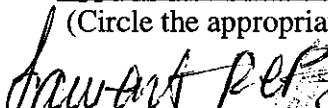
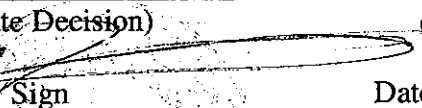


**Public Service Commission
Job Description Form**

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

1	Job title	Deputy Provincial Education Officers	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3378 - 3383	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... H Os 4.0 Determined PSC...	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	Provinces	
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To assist the PEO to manage and administer schools in the provinces	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Management of Policies	9.1	All Zones and schools have internal policies and are implemented together with Provincial
8.2	Assistance to PEO	9.2	Assisting the PEO to manage the affairs of the Province
8.3	Monitoring School Performances	9.3	Following up on school performances, ensuring that reports are received – School and Teachers Reports
8.4	Managing Zone Curriculum Advisors	9.4	Planned program to manage functions of all ZCAs
10	Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
10.1	Assist the PEO to administrate the Provincial Education Board's plan		
10.2	Ensure that school policies are developed and implemented		
10.3	Ensuring that schools have corporate and business plans and implemented		
10.4	Responsible for all Schools, School Heads and Teachers reports		
10.5	Responsible for ZCA Action plans and reporting to PEO		
10.6	Responsible for Professional Development Training at the Provincial Level		
10.7	Carry out other tasks assigned by the PEO		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	PEO		None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Officers in the Provincial Office		Other government officers in the Province
15	Frequent External Personal Contacts	16	Occasional External Personal Contacts

	with... ("External" means other Ministries and the community)		with...
	Zone Curriculum Advisors, School Heads and Teachers		Provincial Headquarter Officers and Community members
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.		To strengthen the operation of the Provincial Education Office
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Travel and extra working hours
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		New Post to strengthen performance output in the Province
20	CRITERIAS TO BE SELECTED FOR THIS POST (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)		
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...		Diploma. Degree desirable
20.2	Special Business Education refers to the field of study that would be preferable		Teaching Experience
20.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc		2 – 3 years
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Computer Literate. Driver's and Boat License is an advantage
20.5	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker....		Critical and Analytical Thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position		Able to work with people. Be dynamic
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.		Hardworking, Trustworthy and a team builder
20.8	Language "English , French and Bislama" is usual.		English or French
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign 	Date 02/ 06 /2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign 	Date 02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name L. Rente	Date 7/ 7/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION		
	Decision: Approved or Deferred or Amended Date of Decision:		
	(Circle the appropriate Decision)		
	Name  Sign 	Date 20/ 07/2014	