

## 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.

<b>1</b>	<b>Job title</b>	Director Tertiary Education	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3500	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggested by or for Director General ...EL 7.3	
<b>4</b>	<b>Ministry</b>	Education	
<b>5</b>	<b>Department</b>	Tertiary Education	
<b>6</b>	<b>Location</b> Where the position is located	Vila	
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To oversee and advise, direct, organises and supervise the provision of a range of Policy, Planning and Development, project implementation and advisory services so as to support and enable the effective policy management and resourcing of the Vanuatu Tertiary Education system. Generally ensure all Tertiary Education functions, roles and responsibilities are carried out and that subordinates are monitored and appraised	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Development of Tertiary education Policies framework , development and supervision	<b>9.1</b>	<ul style="list-style-type: none"> <li>• Scholarship policy frame work developed by mid-2014</li> <li>• TVET policy reviewed, amended and implemented by end of 2014</li> <li>• Higher Education policy framework developed by end of 2014</li> <li>• Teacher Education and development policy framework developed by mid-2014</li> </ul>
<b>8.2</b>	Effective supervision and management of WP&DP, Annual Plan and strategic plan	<b>9.2</b>	<ul style="list-style-type: none"> <li>• WP&amp;DP completed and submitted in December and June every year to DG's Office</li> <li>• Annual Plan completed and submitted in December every year to DG's Office</li> <li>• Strategic Plan completed, implemented and reviewed every three years</li> </ul>
<b>8.3</b>	Effective budget and control of funds	<b>9.3</b>	Budget for Tertiary Education directorate is completed between March-April 2014
<b>8.4</b>	Improvement of Scholarship and Training development	<b>9.4</b>	Scholarship training are awarded on merit and priority needed areas

8.5	Development and establishment of Higher Education	9.5	Higher Education Policy Framework completed by end of 2014
8.6	Technical Vocational Education and Training	9.6	TVET Policy implemented and reviewed by end of 2014
8.7	Teacher Education and Development	9.7	Teacher Education and Development policy framework completed by end of 2014
8.8	Staff Performance Assessment, Monitoring and Management improved	8.8	Staff are appraised and assessed on their performance bi-annually each every year
8.9	Effective staff management, monitoring and evaluation	9.9	Staff are regularly managed and monitored
8.10	Executive Team	9.10	Performed all functions and participated in all activities as required by the Director General.
8.11	Report and Advice Report and Advice	9.11	Weekly reporting provided to Director General
10	<b>Duties and responsibilities</b> 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	<b>Policy Development</b> Supervise effective development, implementation and review of Tertiary Education policies including Scholarship and Training, TVET, Higher Education and Teacher Education and Development and by arranging and coordinating policy development, analyse, dissemination and evaluation		
10.2	<b>Planning Development</b> Enable efficient resource allocation and development of the Tertiary Education Directorate in accordance with agreed policy objectives by coordinating strategic, business and work performance & development planning processes and by organising and managing relevant statistical and mapping information services.		
10.3	<b>Budget Planning and Control</b> Ensure that funds allocation and expenditure control aligns with the functions and priorities of the Directorate by directing budget preparation and expenditure review processes.		
10.4	<b>Scholarship and Training</b> Provide a sound quantitative basis for policy planning and development review by supervising and managing scholarship training and development in line with line ministries objectives and capacity development plan.		
10.5	<b>Higher Education</b> Provide effective implementation of major policy initiatives by organising and controlling relevant project management resources and processes and by ensuring adequate project information is disseminated to administrators, donor agencies and other government ministries		
10.6	<b>Technical Vocational Education and Training</b> Coordinate the management of an effective and efficient Technical Vocational Education and Training by ensuring reliable information technology networking within the Ministry and to the provinces and facilitate data collection and input.		
10.7	<b>Teacher Education and Development</b> Manages and coordinates Teacher Education & Development by providing informed technical information on teacher performance and assessment, standards, training and development and scholarship		

	advising clients, doing similar type of work etc	Demonstrated senior management skills.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Specialised skills: management and leadership, policy and planning analysis, political judgment
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Analytical and practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Punctual, honest, active, cooperative, supportive, shows commitment and ability to work under pressure
20.8	<b>Language</b> "English , French and Bislama" is usual.	Bislama, English and French
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garleo Sign <i>John J. Garleo</i> Date 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Jo Sign <i>Jesse Dick Jo</i> Date 02/ 06 /2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Ranta Sign <i>L. Ranta</i> Date 24/ 6 /2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or Deferred or Amended IC Date of Decision: .....	
	(Circle the appropriate Decision)	
	<b>LAURENT REP</b> Name <b>SECRETARY</b> OPSC	Sign Date 27/06/2014

