
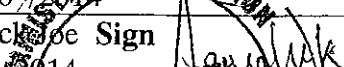
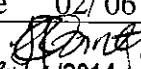
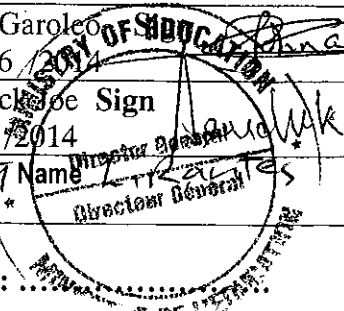


Public Service Commission Job Description Form

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	Curriculum and Training Package Coordinator	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3505	
3	Levels Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . H Os 4.3	
4	Ministry	Ministry of Education and Training	
5	Department	Tertiary Education	
6	Location Where the position is located	Port Vila	
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.	Support the development and delivery of accredited units of competency and training packages at the national level and through the provincial TVET Centres meeting the demands of the productive sectors.	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	8	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Training packages developed that meet the skill needs of industry and the productive sectors and which are accredited under the scope of registration of local training providers.	8.1	<ul style="list-style-type: none"> Increased numbers of accredited units/courses available for delivery by local training providers.
8.2	Accredited units of competency and training packages delivered at the national level and through the provincial TVET Centres.	8.2	<ul style="list-style-type: none"> Increased numbers of trainees able to access accredited training through institutions and the provincial TVET Centres.
8.3	Economic and employment outcomes generated from completion of accredited units/courses.	8.3	<ul style="list-style-type: none"> Institutions' and TVET Centres' trainee tracer studies demonstrate improved economic outcomes.
9	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.		
9.1	<ul style="list-style-type: none"> Support training providers to develop and package courses for accreditation by the VQA under their scope of registration. 		
9.2	<ul style="list-style-type: none"> Work with the Industry Liaison/BDS Officer, IACs and Provincial Training Boards to ensure training courses for accreditation meet industry skill needs. Ensure accredited courses specifically address LLN issues. 		
9.3	<ul style="list-style-type: none"> Assist the VQA in the course accreditation process. Work closely with the Teaching and Learning Materials Development Officer to ensure appropriate teaching and learning materials are developed for accredited courses. Work with the VQA to ensure regional recognition of accredited courses within the national qualifications framework. 		
9.4	<ul style="list-style-type: none"> Support the collection and collation of Monitoring and Evaluation data to demonstrate the outcomes for trainees of accredited units and courses. 		
10	Reports directly to Title of Post and Level only	11	Directly supervises Title of Posts and level if any
	Senior Training Provider Support Officer		nil
12	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	13	Occasional Internal Personal Contacts with...

	Industry Liaison/BDS Coordinator Teaching and Learning Materials Development Officer Six Provincial Training Coordinators – one in each Six TVET Centre Managers – one in each Province Senior Provincial Services Delivery Officer		Other MoET staff
14	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	15	Occasional External Personal Contacts with...
	Government depts., especially those supporting productive sector development Private Sector businesses and industry groups VQA and Provincial Training Boards Provincial Governments, Provincial Planners, Public and private training providers including VIT, VMC, VAC, RTCs		Community Leaders, NGOs
16	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.		Ensuring industry and the productive sectors have the skills required to continue to grow the economy and that trainees have credible certification.
17	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Nil
18	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 position within the restructured Ministry
19	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.)		
19.1	Qualification the required qualification for the job e.g certificate, diploma, degree...		Relevant tertiary qualifications preferably at degree level or higher
19.2	Special Business Education refers to the field of study that would be preferable		Studies in curriculum development and/or TVET delivery and management would be preferable
19.3	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		Experience in TVET curriculum development.
19.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Good computer knowledge
19.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....		A creative and analytical thinker
19.6	Communication/ Interpersonal Skills list the skills required of this position		Strong interpersonal and communication skills.
19.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.		High integrity, professional, diligent, punctual
19.8	Language "English, French and Bislama" is usual.		English, French, and Bislama
20	ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
20.1	Prepared in the Ministry by ...	Name John J. Garleo Date 02/06/2014	
20.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Date 02/06/2014	
20.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Date 21/6/2014	
20.4	DECISION OF PUBLIC SERVICE COMMISSION		
	Decision: <u>Approved</u> or Deferred or Amended	Date of Decision:	
	(Circle the appropriate Decision)		

LAURENT REP
Name **SECRETARY**
OPSC

Signature

Date **24/06/2014**

