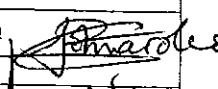
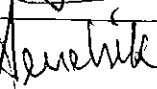
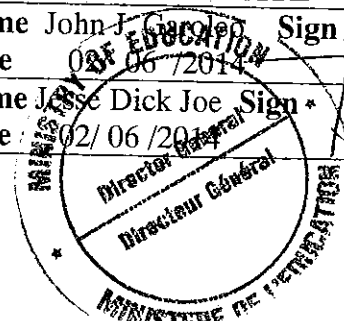


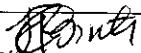

Public Service Commission Job Description Form

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	Teaching and Learning Materials Development Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3506		
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.	A technical support role to assist the development of teaching and learning materials suitable for use in the delivery of accredited units of competency and courses		
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 materials produced to support delivery of accredited training in response to national and provincial priority skill demands.	8.1	<ul style="list-style-type: none"> • Industry Advisory Committees (IACs) and Vanuatu Qualifications Authority (VQA) specify priority needs for teaching and learning materials. • Increased availability of competency based accredited course materials that are relevant to skill demands. 	
8.2	Teaching and learning material writers and publishers supported in the preparation of materials specific to the teaching of accredited units of competence and courses.	8.2	<ul style="list-style-type: none"> • Established pool of teaching and learning materials writers and publishers. • Increased effective collaboration and cooperation between VQA, teaching and learning material writers, IACs and training providers. 	
8.3	Support for the trialing and assessment of draft teaching and learning materials before finalisation and distribution.	8.3	<ul style="list-style-type: none"> • Increasing number of teaching and learning material packages available for distribution. • MoET supported training materials valued and increasingly used by registered training providers. • Flexible delivery of accredited courses by qualified trainers using good quality teaching and learning materials in all provinces. 	
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"> • Develop a clear understanding of the VQA's policies, processes and procedures particularly with respect to training resource material development. 			
9.2	<ul style="list-style-type: none"> • In consultation with the VQA, identify, contract and support relevant experts to develop teaching and learning materials in line with the endorsed competency standards in high demand areas. 			
9.3	<ul style="list-style-type: none"> • Oversee the work of contracted writers to ensure the content and presentation of materials meets MoET and VQA quality standards 			
9.4	<ul style="list-style-type: none"> • Arrange for the trialing and assessment of materials and ensure any modifications are completed before contract finalisation. 			
9.5	<ul style="list-style-type: none"> • Assist capacity building activities for trainers eligible to deliver training in line with the new competency standards, specifically in the effective use of teaching and learning materials. 			

10	Reports directly to Title of Post and Level only Senior Training Provider Support Officer	11	Directly supervises Title of Posts and level if any Nil
12	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) Senior Provincial Services Delivery Officer Curriculum and Training Packages Officer	13	Occasional Internal Personal Contacts with... Other MoET staff TVET Centre staff
14	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Teaching and learning materials writers and publishers VQA and Provincial Training Boards IACs Public and private training providers including VIT, VMC, VAC, RTCs Umbrella organisations including VRDTCA, VANGO Other Government departments, especially those supporting productive sector development, Private sector businesses and industry groups	15	Occasional External Personal Contacts with...
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.	Strong impact on quality of training through improved teaching and learning materials production.	
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 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	
19.2	Special Business Education refers to the field of study that would be preferable	Studies in TVET including a trainer qualification would be an advantage	
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	At least 3 years experience in post-secondary education and training particularly in areas such as competency based trainer training and learning materials production.	
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 practical 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. G. G. Sign 	Date 06/06/2014
20.2	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



20.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name L. Rantes Date 24/6/2014
20.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended (Circle the appropriate Decision)	Date of Decision: Name LAURENT REP Sign  Date 27/06/2014

LAURENT REP
SECRETARY
OPSC

