

## 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>	Industry Liaison/Business Development Support (ILBDS) Coordinator		
<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.	3508		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . H Os 4.3		
<b>4</b>	<b>Ministry</b>	Ministry of Education and Training		
<b>5</b>	<b>Department</b>	Tertiary Education		
<b>6</b>	<b>Location</b> Where the position is located	Port 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.	Coordinate the delivery of Business Development Support (BDS) services through a network of Provincial TVET Centres.		
<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>8</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.	
<b>8.1</b>	Coordinated BDS service delivery at the provincial level.	<b>8.1</b>	<ul style="list-style-type: none"> <li>• Communication network established TVET Centres and the ILBDS Coordinator</li> <li>• Increased number of BDS services delivered at provincial level</li> <li>• National database of BDS providers established able to deliver services provincially</li> <li>• BDS initiatives and resources being shared between provinces</li> </ul>	
<b>8.2</b>	Industry effectively participating in design and delivery of TVET Centre services and national curriculum development		<ul style="list-style-type: none"> <li>• IACs functioning effectively</li> <li>• Liaison mechanisms established between TVET Centres and industry groups at the national and provincial level.</li> </ul>	
<b>8.2</b>	Economic outcomes from BDS activities relevant to provincial Government and productive sector priorities in each province.	<b>8.2</b>	<ul style="list-style-type: none"> <li>• TVET Centre facilitating delivery of BDS services that are directly related to provincial skill demand</li> <li>• Improved economic outcomes directly attributable to access to TVET Centre BDS services</li> </ul>	
<b>9</b>	<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.			
<b>9.1</b>	<ul style="list-style-type: none"> <li>• Oversee and quality control the delivery of BDS services through the TVET Centres.</li> </ul>			
<b>9.2</b>	<ul style="list-style-type: none"> <li>• Guide TVET Centres through the process of outsourcing the delivery of business development related services.</li> </ul>			
<b>9.3</b>	<ul style="list-style-type: none"> <li>• Consult with TVET Centre Managers and TVET Centre Officers and regularly update the TVET Centre BDS Manual ensuring standardisation as much as possible of the approaches and processes in the delivery of the BDS, as well as continual refinement and improvement.</li> </ul>			
<b>9.4</b>	<ul style="list-style-type: none"> <li>• Support the operations of the IACs and ensure industry inputs into national curriculum development and delivery.</li> </ul>			
<b>9.5</b>	<ul style="list-style-type: none"> <li>• Establish liaison mechanisms established between TVET Centres and industry groups at the national and provincial level.</li> </ul>			
<b>9.6</b>	<ul style="list-style-type: none"> <li>• Identify suitable BDS providers and establish national database to meet the range of BDS needs in the provinces through the TVET Centres.</li> </ul>			

9.7	<ul style="list-style-type: none"> <li>Work cooperatively with Provincial Governments and PTBs to ensure BDS services align to and are coordinated with provincial development priorities and planning.</li> </ul>	
9.8	<ul style="list-style-type: none"> <li>Conduct and/or facilitate the conduct of workshops aimed at improving the capacities of existing businesses in diagnosing their situations and in taking steps to improve their business performance in the provinces.</li> </ul>	
9.9	<ul style="list-style-type: none"> <li>Promote close cooperation and sharing between TVET Centres in the identification and deployment of relevant BDS services.</li> </ul>	
9.10	<ul style="list-style-type: none"> <li>Support the collection, collation and reporting of TVET Centre BDS output and outcome level data for the national TVET M&amp;E system.</li> </ul>	
10	<b>Reports directly to</b> Title of Post and Level only	11 <b>Directly supervises</b> Title of Posts and level if any
	Senior Provincial Services Delivery Officer	nil
12	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	13 <b>Occasional Internal Personal Contacts with...</b>
	Six PTC/BDS Officers – one in each Province Six TVET Centre Managers – one in each Province Senior Training Provider Support Officer	Other MoET staff
14	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	15 <b>Occasional External Personal Contacts with...</b>
	Government depts., especially those supporting productive sector development Private Sector businesses and industry groups Industry experts IACs VQA and Provincial Training Boards Provincial Governments, Provincial Planners, Training providers	Community Leaders, NGOs
16	<b>Impact of Decisions</b> (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.	Coordinated business development support service delivery in each province leading to private sector growth
17	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Nil
18	<b>Reason for Seeking Approval</b> (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	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b>	
	(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	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Relevant tertiary qualifications preferably at degree level or higher
19.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Studies in business principles and practices would be an advantage
19.3	<b>Experience</b> 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 5 years' experience in business and/or productive sector development
19.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Good computer knowledge
19.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	A creative and analytical thinker
19.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Strong interpersonal and communication skills.
19.7	<b>Behavioural Competencies</b> 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	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
20.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>[Signature]</i> 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 Sign <i>[Signature]</i> Date 02/ 06 /2014
20.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign <i>[Signature]</i> Name <i>[Signature]</i> Date 27/ 6 /2014
20.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b> Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision)	
	Name <b>LAURENT REE</b> <b>SECRETARY</b> <b>OPSC</b>	Date 27/ 06 /2014

