

## Public Service Commission Job Description Form

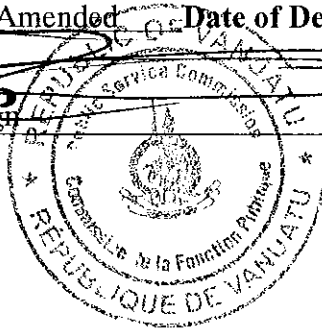
Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

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| <b>1</b>   | <b>Job title</b>   | Manager – Provincial TVET Centre   |  |
| <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.   | 3509-3514  |  |
| <b>3</b>   | <b>Level</b> Suggested by Ministry and determined by PSC   | Suggested by or for Director General . . . G So 5.0  |  |
| <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  | One in each Province   |  |
| <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.  | Manage the development and operations of a provincial TVET Centre providing a range of services including Accredited Training, Business Development Services and IT Support Services in support of provincial economic growth. |  |
| <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> | Quality based TVET service delivery at the provincial level  | <b>8.1</b>   | <ul style="list-style-type: none"> <li>• TVET Centre operating effectively in the province (Yes/No)</li> <li>• Provincial stakeholders strongly appreciate national policy and regulatory framework for TVET service delivery</li> </ul>   |
| <b>8.2</b> | High levels of coordination between TVET Centre service delivery with Provincial Government and productive sector economic development priorities and plans  | <b>8.2</b>   | <ul style="list-style-type: none"> <li>• TVET Centre facilitating delivery of accredited training and business development support services that are directly related to provincial skill demand</li> <li>• Improved economic outcomes directly attributable to access to TVET Centre accredited training and business development support services</li> </ul> |
| <b>8.3</b> | Provincial monitoring and evaluation systems support the National TVET M&E System  | <b>8.3</b>   | <ul style="list-style-type: none"> <li>• TVET Centre actively collecting data and monitoring outputs and outcomes of provincial TVET service delivery (Yes/No)</li> <li>• Regular reports include qualitative and quantitative evaluation of provincial TVET Centre data</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>• Manage TVET Centre operations to continuously improve delivery of a range of TVET services including accredited training, business development services, and IT support services.</li> </ul>  |  |  |
| <b>9.2</b> | <ul style="list-style-type: none"> <li>• Establish and maintain the TVET Centre as a focal point for provincial skills planning and delivery.</li> </ul>   |  |  |
| <b>9.3</b> | <ul style="list-style-type: none"> <li>• Work cooperatively Provincial Government and productive sectors to ensure TVET Centre services align to and are coordinated with provincial development priorities and planning.</li> </ul>   |  |  |
| <b>9.4</b> | <ul style="list-style-type: none"> <li>• Promote close cooperation between Provincial Training Boards and TVET Centre in the identification of skill demands and the deployment of relevant strategies to meet identified demand such as accredited training or business development support services.</li> </ul>  |  |  |
| <b>9.5</b> | <ul style="list-style-type: none"> <li>• Ensure equitable distribution of Employment and Training Fund allocations to support accredited training and business development support services through the TVET Centre.</li> </ul>  |  |  |
| <b>9.6</b> | <ul style="list-style-type: none"> <li>• Maintain strong professional relationships with public and private training providers and industry experts and any associated umbrella organisations to promote their full participation in a flexible and decentralised training</li> </ul>  |  |  |

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|      | delivery system and provide capacity building assistance as required.  |  |
| 9.7  | <ul style="list-style-type: none"> <li>Work with the Senior Provincial Service Delivery Officer in the design and delivery of capacity building workshops in areas directly relevant to the delivery of quality based TVET services in the province such as national quality training policies and regulations, national qualification systems, competency based training, strategic skills planning, demand driven training, and approaches to flexible training delivery.</li> </ul> |  |
| 9.8  | <ul style="list-style-type: none"> <li>Maintain strong communication links with other Provincial TVET Centres to facilitate shared resourcing and coordinated responses to skill demands that are common across provinces.</li> </ul>  |  |
| 9.9  | <ul style="list-style-type: none"> <li>Ensure Provincial TVET Centre is actively maintaining monitoring and evaluation systems and that data is readily available for incorporation into 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 Service Delivery Officer   | Provincial Training Coordinator<br>Finance and Administration Officer  |
| 12   | <b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)  | 13 <b>Occasional Internal Personal Contacts with...</b>  |
|      | All of the above and other staff with the Department and Ministry including the Principal TVET, Senior Training Provider Support Officer, Senior Trainer Training Officer, Industry Liaison/BDS Coordinator  | Other Ministry of Education and Training staff   |
| 14   | <b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)   | 15 <b>Occasional External Personal Contacts with...</b>  |
|      | VQA and Provincial Training Boards<br>Provincial Governments, Provincial Planners,<br>Public and private training providers including VIT, VMC, VAC, RTCs<br>Industry experts<br>Umbrella organisations including VRDTCA, VANGO<br>Other Government depts., especially those supporting productive sector development<br>Donor agencies and consulting advisers.   | 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.   | Improved quality based TVET service delivery in the provinces in support of Government decentralisation policy<br>Improved coordination between TVET service providers and productive sector agencies<br>Targeted training linked provincial economic development<br>Improved access to training by disadvantaged groups |
| 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 the 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  | Management and Public Administration or any related field of study   |
| 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 post-secondary education and training<br>Must have the capacity establish healthy  |

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|      |  | networking relationship with the Provincial Government and other relevant stakeholders                            |
| 19.4 | <b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc   | Management skills;<br>Planning skills;<br>Networking skills;<br>Report writing skills;<br>Good computer knowledge |
| 19.5 | <b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker....  | An 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 | <b>Language</b> "English, French and Bislama" is usual.  | English, French, and Bislama  |
| 20   | <b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>   |   |
| 20.1 | <b>Prepared in the Ministry by ...</b>   | Name John J. Garleo<br>Date 02/06/2014  |
| 20.2 | <b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.   | Name Jesse Dick<br>Date 02/06/2014  |
| 20.3 | <b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).                                    | Sign <i>[Signature]</i> Name <i>[Signature]</i><br>Date 27/6/2014   |
| 20.4 | <b>DECISION OF PUBLIC SERVICE COMMISSION</b><br><b>Decision:</b> Approved or Deferred or Amended <b>Date of Decision:</b> .....<br>(Circle the appropriate Decision) |   |

**LAURENT REP**  
Name  
**SECRETARY**  
**OPSC**



Date 27/06/2014

