

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	Higher Education Coordinator	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3529	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . H Os 4.3	
4	Ministry	Education	
5	Department	Tertiary Education	
6	Location Where the position is located	Ministry of Education	
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.	Academic and administrative coordination of the licence AES / Bachelor degree on Economic and Social Administration	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Oversees the overall management of the courses	9.1	Regulatory conduct of the courses and examinations
8.2	Accounting	9.2	Budget monitoring
8.3	Management	9.3	Implement all decisions defined between the Academic Coordinator of Licence AES, key officials of the University of Toulouse 1 Capitole and local authorities in Vanuatu.
10	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.		
10.1	Organize all the logistics needed for a smooth delivery of the courses and examinations		
10.2	Consult with the University of Toulouse for the Organization of the courses and the recruitment of teachers		
10.3	Prepare the budget, all the expenditures, respect all the payments promptly and ensure that budget is well balanced		
10.4	Coordinate the entire teacher's work and ensure that academic and pedagogy teaching quality always remain.		
10.5	Promote higher education studies in French		
10.6	Write reports in French and English language to reflect the bachelor degree program for the University of Toulouse and the local authorities		
10.7	Contribute to the development of new curriculums		
10.8	Assist students in the approaches in their studies, particularly in relation to francophone institutions		
10.9	Ensure representation of the curriculum at the local level and promote the international relations of the curriculum aligning with the guidelines of the University of Toulouse and the local authorities		
10.10	Promote the curriculum (prospectus) in order to develop the validation of acquired professional process in accordance with the guidelines of the University of Toulouse and the local authorities and facilitate access to trainings		

11	Other duties as directed by the Director of Policy and Planning Unit and the Director General.	
	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Higher Education Services	Director
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Directors of Education, Scholarship Unit, Finance Unit and DG's Office	Academic Coordinator and Director of Higher Education Services.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	University Agency of la Francophonie University of Toulouse 1 Capitole, In-service training, USP, UPNG, Etc	Ministry of Education Prime minister's Office Embassies and Universities
17	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.	Ensure the sustainability of the AES license program in ensuring the quality of the courses and sound financial management
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Office located at the AUF during the first year
19	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)	Create position
20	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.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Minimum master's degree in education sciences, economic sciences, administrative management...
20.2	Special Business Education refers to the field of study that would be preferable	
20.3	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	1/Having been selected by the University of Toulouse to teach a discipline in the license AES 2 /five years of experience in the field of education, training, project management...
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Experience in team management, training of trainers... Able to use Office automation tools (pack office, linux...)
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Realistic and rigorous thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	In permanent contact with the students, teachers and the various institutional partners hence excellent relations and diplomatic qualities
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Rigorous and organised person knowing getting respect
20.8	Language "English, French and Bislama" is usual.	Excellent French spoken and written is mandatory, professional English, Bislama language is also mandatory.

20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>[Signature]</i> Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>[Signature]</i> Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name <i>[Signature]</i> Sign <i>[Signature]</i> Date 02/07/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision:	
	(Circle the appropriate Decision)	
	Name <i>[Signature]</i> Sign: <i>[Signature]</i> Date 25/07/2014	

