

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	Senior Scholarships Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3531	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General ... Os4.3 PSC DECISION ...	
4	Ministry	Education	
5	Department	Tertiary Education	
6	Location Where the position is located	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.	To support the National Education Commission in all aspects of its, including the provision of secretariat services, policy research and development and the efficient conduct of the Scholarships Office.	
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	Development and Administration of Scholarship Framework	9.1	Scholarship Framework completed and implemented by 2014
8.2	Development of TSCU budget	9.2	Scholarship activities are well budgeted each year
8.3	Strengthen the office work activities. Set improvement to student filing system where Scholarship Information maintenance system no longer operating since 2006 to current date. Unifying all students' personal record files. It is a big task to clean-up the students' PF. Work still not completed to current date.	9.3	Proper controlled of student personal filing system
8.4	Awarding and administration of scholarship	9.4	Scholarship awards are finalized and provided each year
8.5	Provide Analytical reports and forecast on expected awards for Yr13/Yr14	9.5	Important reports on Expected Candidates for both Vangov/NEC and Donor Partners. <ul style="list-style-type: none"> Prepared analytical assessment report on Year 13 applications to project what would the likely possible candidates expected for AusAID, NZAID, and France Embassy for 2013 intake. This analysis helps to give some clear estimates to what Vangov is expected

			for 2014 intake. This is an ongoing analysis for likely expected number of candidates for 2014.
8.6	Provide continuous support linkages/services in policy matters of importance for TSCU	9.6	Linkages are provided each year
8.7	Communications with Government Institutions, statutory organizations, and private sectors	9.7	Needs and prioritized areas are identified each year before May each year
8.8	Plan/organize travelling with new intake students where necessary	9.8	Students in the study country are visited and their needs are addressed each year
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	Be responsible for the organisation of and support to regular meetings of the National Education Commission.		
10.2	Execute all decisions of the NEC, and to distribute and provide advice to all stakeholders on NEC decisions.		
10.3	Research, prepare policy and other papers and provide high level advice on national training and scholarships for consideration by the NEC.		
10.4	Regularly review NEC and MoE policies and strategies to ensure consistency with relevant Government workforce and education policies.		
10.5	Establish in conjunction with the PEO, Technical and Further Education selection criteria for training and scholarships that are transparent for the various awards.		
10.6	Oversee all the processes associated with applications, screening and shorting for the award of scholarships to provide a shortlist of scholarships applicants to NEC for consideration and/or approval.		
10.7	Manage all aspects of the operations of the Scholarships Office, including all staff, financial and other resources.		
10.8	Carry out other duties as directed by the Director General.		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Principal Scholarships Officer		Scholarship Officers, Secretary/Typist, Office Assistant
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Director General, PEO Scholarships		Director Education Services, Director Administration & Finance, HROs, Salaries and Finance Officers
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Members of the NEC, applicants, other Government Departments, Sponsors.		Overseas institutions
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.		Allocation and control of external training and scholarships in accordance with Government workforce and education policies; appropriate allocation of scholarship funds.

18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Occasional Overtime during peak workload months.
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)	New post. High level executive support to the NEC is required in light of new national workforce policies, the impending national HRD Plan and increased funding of scholarships by donors.
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...	Degree or diploma
20.2	Special Business Education refers to the field of study that would be preferable	Management or public administration. Qualifications in education an advantage.
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	A minimum of 5 years relevant administrative and supervisory experience preferably in an office with an education/aid perspective.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Skills in policy analysis. High level interpersonal and communication skills. The ability to maintain confidentiality.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Integrity, professionalism and honesty.
20.8	Language "English , French and Bislama" is usual.	English or French and Bislama
20.9		
21		
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>John J. Garoleo</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, Jbe Sign <i>Jesse Dick</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 L. R. <i>L. R. [Signature]</i> Date 24/6/2014 Director General Directeur Général MINISTRE DE L'ÉDUCATION
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision) Name LAURENT REP Sign <i>Laurent Rep</i> SECRETARY OPSC Date 29/06/2014	

