

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 help completing this form.

1	Job title	Education Attaché	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3538-3541	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General . . .G So 5.0	
4	Ministry	Education	
5	Department	Tertiary Education	
6	Location Where the position is located	Suva, Fiji	
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 provide a broad range of education policy and management support to the High Commission and Vanuatu Government.	
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 of foreign student handbook	9.1	A handbook is approved by 2015.
8.1	Practical and well research advice on matters of policy relating to Vanuatu's bilateral partnership with Fiji	9.2	Issues well researched and effectively communicated with Vanuatu.
8.2	Development strategic and annual plan for that captures all activities	9.2	Strategic and annual plan approved by the High Commissioner
8.3	Development of annual budget of the program	9.3	Annual budget developed and implemented
8.4	Effective support to student welfare and academic services	9.4	Improved academic performance and strengthened welfare services for Vanuatu citizens.
8.9	Students are monitored	9.9	100% of students are monitored in all program activities in Fiji
8.10	Provide bi-annual report that capture progress in the sector.	9.10	Bi-annual reports provided to the High Commissioner and Ministry of Education
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.		
	Provide high level policy advice on matters pertaining to Vanuatu/Fiji in the education sector.		
10.1	Develop a study handbook for Vanuatu students in line with other funding agencies such as AusAID and NZAID Programs.		
10.2	Establish systems and procedures for international student welfare program and the management of the routine program to create a systematic achievement of the policy results		
10.3	Work closely with the study country scholarship training program to ensure that students are not deprived of the study opportunity provide by study institutions		
10.4	Develop and budget all the activities for yearly program so that student welfare cost are met		

	on time	
10.5	Liaise and establish a strong relationship between student's service and student administration of each university so that students are monitored and their safety is guarantee	
10.6	Liaise and establish a strong relationship between other funding agencies funding Vanuatu students so that all students received same standard and fair treatment	
10.7	Arrange for accommodation that guarantee student security and safety	
10.8	Arrange and provide all logistics for students entry into the study country	
10.9	Receive students and brief them on the culture and the system of governance other necessities that may jeopardise the study opportunity or affect their life	
10.10	Provide excellent arrangement of students when deployed or even take student to their study institutions in study country	
10.13	Ensure all students are performing by supporting them in academic welfare	
10.14	Work closely with student service and student administration to monitored student performance and student counselling	
10.15	Provide monthly, quarterly, bi-annual and annual report to the High Commissioner and Director General of the Ministries of Foreign Affairs and Ministry of Education	
10.16	Carry out any other duties and responsibilities as designated by the High Commissioner, Ministry of Education or Ministry of Foreign Affairs	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Education Attaché reports directly to the High Commissioner	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Ministry of Education and Training and Scholarships Coordination Unit	Director General, Ministry of Education other Welfare Officer
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Development partners, educational institutions, Fiji Ministry of Education.	Study Country Scholarship
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.	Effective and efficient management of education services for Vanuatu citizens in the Fiji.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Unusual working environment with a lot of travel
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)	Effective management of education services in Fiji.
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
20.2	Special Business Education refers to the field of study that would be preferable	Education administration or international relations, human resource development or Management will be 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	3 - 5 years experience in education management

	leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	
20.4	Special Skills e.g. vehicle license, driving record, computer word/excel etc	Vehicle licence, good driving record,
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical thinker, a practical thinker, creative thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good communication and interpersonal skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	High respected person that can act as parents of student and government
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. Garleo Sign <i>John J. Garleo</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>Jesse Dick Joe</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. Ruytes Sign <i>L. Ruytes</i> Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)		
LAURENT REP Name <i>Laurent Rep</i> Sign <i>Laurent Rep</i> Date 27/06/2014 SECRETARY OPSC		

