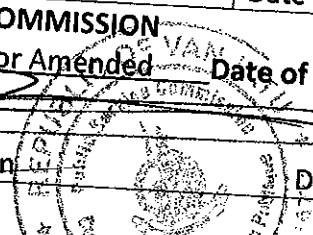



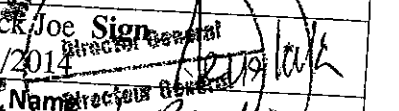

Public Service Commission Job Description Form

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	Career and Guidance Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3546		
3	Level Suggested by Ministry and determined by PSC	Level suggested by or for Director General . . . H Os 4.3		
4	Ministry	Education		
5	Department	Tertiary Education		
6	Location Where the position is located	Port 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 provide advice and guidance about career choice, employment, training and further education opportunities to clients who include young people and the unemployed		
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	Identification, analyzing and assessing of teacher career services	9.1	Teacher career service established by end of 2015	
8.2	Development of teacher career strategic plan	9.2	Teacher career service planned and costed	
8.3	Well established budget for teacher Career operation and awareness	9.3	Budget completed by end of 2015	
8.4	Liaising with teachers about development opportunities	9.4	Teacher development opportunity identified	
8.5	Effective teacher internal and external career service awareness tracer study	9.5	Teacher survey and awareness carried out by end 2015	
9	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.			
9.1	Identify, analyze and assess the suitability and value of information relevant to teacher education development and the unit.			
9.2	Assessing personal characteristics, skills and interests via individual interviews and/or group work, and relating these to suitable opportunities			
9.3	Develop strategies for information planning, procurement, provision and management to meet current and anticipated teachers' needs, while considering budgeting constraints.			
9.4	Provide a career guidance service to teacher internally and work colleagues, as well as to external users (MoE), such as other organizations and clients			

9.5	Assist in overseeing teacher quality development standards issues	
9.6	Assist the coordination, organization and administration of teacher general training	
9.8	Liaising with training provider and teachers about employment and training opportunities	
9.9	Providing appropriate help and advice to teachers	
9.10	Promoting and marketing Teaching Services	
9.11	collecting, collating and presenting statistical data;	
9.12	working with TSC, Education Service, SBM and schools in providing Career Management Skills (CMS) sessions	
9.13	Execute other duties as determine by the Director	
10	Reports directly to Title of Post and Level only	11 Directly supervises Title of Posts and level if any
	Principal Officer Provincial Services Delivery	nil
12	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	13 Occasional Internal Personal Contacts with...
	Six Provincial Training Coordinators – one in each Province Six TVET Centre Managers – one in each Province Principal Officer Provincial Services Delivery Principal Officer Training Provider Support Services,	Other DYDST staff, Ministerial advisers, DG
14	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	15 Occasional External Personal Contacts with...
	Government depts., especially those supporting productive sector development Private Sector businesses and industry groups VNTC and Provincial Training Boards Provincial Governments, Provincial Planners, Public and private training providers including VIT, VMC, VAC, RTCs	Community Leaders, NGOs
16	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.	Coordination of accredited training support in each province Improved access to accredited training by disadvantaged groups Improved economic development in the provinces
17	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Nil
18	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)	Revision of existing Job Description with new structure
19	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.)	
19.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Relevant tertiary qualifications preferably at degree level or higher
19.2	Special Business Education refers to the field of study that would be preferable	Studies in TVET principles and practice would

19.3	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	be an advantage At least 5 years' experience in post-secondary education and training
19.4	Special Skills e.g. vehicle license, driving record, computer word/excel etc	Good computer knowledge, confidence and excellent listening, verbal and written communication skills. Confidentiality, a non-prejudicial manner, and good team-working and interpersonal skills are also important.
19.5	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	A creative and analytical thinker
19.6	Communication/ Interpersonal Skills list the skills required of this position	Strong interpersonal and communication skills.
19.7	Behavioural Competencies 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	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
20.1	Prepared in the Ministry by ...	Name John J. Gatebe 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 Joe Date 02/06/2014
20.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign [Signature] Date 1/2014
20.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision) Date of Decision:	
LAURENT REP Name SECRETARY OPSC		Date 29/06/2014 


 Director General

 Director General

 Director General