

GOUVERNEMENT
DE LA REPUBLIQUE
DE VANUATU



MINISTRE DE L'EDUCATION ET DE
LA FORMATION

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Port Vila, Vanuatu
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GOVERNMENT
OF THE REPUBLIC
OF VANUATU

MINISTRY OF EDUCATION AND
TRAINING

Private Mail Bag 028
Port Vila, Vanuatu
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GLOBAL PARTNERSHIP FOR EDUCATION (GPE) READVERTISE VACANCIES

Ministry of Education and Training (MoET) is implementing various initiatives funded by the Global Partnership for Education (GPE), with support from Save the Children as the Grant Agent, from 2020-2023.

DURATION: 12 MONTHS WITH POSSIBILITIES FOR EXTENSION

No :	Position Name	Areas of Responsibility and Accountability	Essential Knowledge and Experience	Language and Qualification
1	Global Partnership for Education Finance and Procurement Specialist	<ul style="list-style-type: none">Support preparation, reviewing, updating and implementation of the Program Implementation Manual (PIM), Implementation Plan and Budget, Disbursement Letters, Quarterly and Annual Financial Reports, audits, reconciliations, budget v actual, and other financial documentation, tools and records;Monitor compliance with Government of Vanuatu and Save the Children financial management processes, controls, record	<ul style="list-style-type: none">Strong financial analytical, planning and process management skills;Knowledge of Government of Vanuatu or NGO financial management and	Languages <ul style="list-style-type: none">Fluency in Bislama and English. Knowledge of French is desirable

	<p>Scale: Ps 6.4</p> <p>Vt2,106,500 (per annum plus other allowances)</p>	<p>keeping and audit to ensu timely, value-for-money and effective expenditure, acquittal and reporting;</p> <ul style="list-style-type: none"> ▪ Identify and effectively manage key financial risks to the program; ▪ Liaise with Save the Children grant and financial management teams on financial management and compliance issues; ▪ Ensure anti-fraud and whistle-blower mechanisms are monitored and report suspected fraud. ▪ Support preparation and implementation of the Procurement Plan, asset register and documentation of procurements as per Government of Vanuatu and Save the Children processes; ▪ Oversee timely procurement of program materials and equipment, including construction ▪ Coordinate with finance and procurement specialists in other aid programs, and with key officers the Ministry of Finance and Central Tenders Board. 	<p>procurement systems, policies and guidelines;</p> <ul style="list-style-type: none"> ▪ Highly proficient in project financial and procurement management, audit, record keeping and reporting processes; ▪ Highly proficient in financial management software (experience with Government financial management systems is desirable); 	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Graduate or post-graduate degree in financial management and/or procurement;
<p>2</p>	<p>Construction Coordinator</p>	<ul style="list-style-type: none"> • Manage the administrative requirements of the program, including logistics, finance, and procurement. • Work closely with the Activity Manager (PEO – Facilities, MoET) and SANMA Provincial Education provincial education, water and health officers and other stakeholders. 	<ul style="list-style-type: none"> • Proactive, energetic and passionate about promoting GPE programs in schools in Vanuatu. • A minimum of 3 years in similar role(s), preferably 	<p>Languages</p> <ul style="list-style-type: none"> ▪ Fluency in Bislama and English. Knowledge of

	<p>Scale: Ps 6.4</p> <p>Vt2,106,500 (per annum plus other allowances)</p>	<ul style="list-style-type: none"> • Assist the Activity Manager to mobilise, coordinate, prepare and deliver GPE program meetings. • Support program monitoring, data collection and research activities. • Lead prioritisation, preparation, execution and monitoring of GPE activities. • Work with contractors and School Principals, water, health and education officers to support and supervise construction of water tanks base through to completion. • Consolidate, analyse, summarise and disseminate performance data to facilitate evidence-based decision-making and strategic resource allocation. • Report (at frequency agreed with Activity Program Manager /Supervisor) on the status and progress of the program. • Support development of progress reports (e.g. Monthly/ Annual Progress Report). • Support schools to comply with GoV regulations, including Facilities designs. • Be prepared to work in remote parts of Vanuatu. • Comply with GoV public service and MoET regulations, be productive, regularly update work plans and ensure a professional attitude. • Engage with the GPE program, by attending routine meetings and proactively responding to emails. 	<p>logistics and construction supervision in Schools-related.</p> <ul style="list-style-type: none"> • Project management experience, with particular regard to procurement, logistics and finance. • Demonstrated ability to support coordination and management of the successful delivery of projects. • Demonstrated ability to work under pressure, manage multiple deadlines, pay attention to detail ensuring accuracy in outputs, and follow guidance provided by supervisors and managers. • Proficiency in MS Excel and Word. 	<p>French is desirable</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor, Diploma or Certificate in Construction, project management, finance, education and/or equivalent professional experience.
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3.	<p>Global Partnership for Education Monitoring, Evaluation, Accountability, and Learning (MEAL) Specialist</p> <p>Scale: Ps 6.4</p> <p>Vt2,106,500 (per annum plus other allowances)</p>	<ul style="list-style-type: none"> Develop, implement and review the program's monitoring system including the MEAL Plan, including tools and databases Ensure accurate and verifiable data records; Provide advice and direction on improving monitoring activities and reducing risks with monitoring; Train MoET officers in the use of MEAL tools and protocols, including spot-checks on activities; Review and collate monitoring reports and data, and prepare these for presentation to the MoET Senior Management Team, program steering committee, Save the Children, Local Education Group and GPE; Update the program's Results Framework; Implement and report on the program's evaluation activities in the MEAL Plan including baseline and endline school visits, interviews with children (including those with disabilities), capacity assessments, assessment of student teachers, and focus groups; Provide technical assistance for the design of the evaluation tools, protocols, sampling framework, statistical analysis methodology and budget; Train MoET officers and enumerators in the use of the evaluation tools; Coordinate with other projects and with VEMIS 	<ul style="list-style-type: none"> Strong data collection design, analysis and reporting skills; Highly proficient in Excel; High standard of writing for reports and learning products; Familiarity with Government of Vanuatu or NGO monitoring and evaluation systems, policies and guidelines, ideally in the education sector; 	<p>Languages</p> <ul style="list-style-type: none"> Fluency in Bislama and English. Knowledge of French is desirable

		<p>to ensure country systems are used wherever possible;</p> <ul style="list-style-type: none"> ▪ Analyse the qualitative and quantitative data and write high quality evaluation reports. ▪ Prepare high quality quarterly and annual progress reports, and maintain the Internal Program Tracking Tool (IPTT); ▪ Plan and conduct biannual focus groups with beneficiaries; and ▪ Conduct spot-checks to verify monitoring data. 	<ul style="list-style-type: none"> ▪ Familiarity with donor grant reporting requirements; 	
4.	<p>Global Partnership for Education Activity Coordinator: Pre-Service Training Primary</p> <p>Scale: Ps 6.4</p> <p>V12,106,500 (per annum plus other allowances)</p>	<ul style="list-style-type: none"> ▪ Lead the implementation of all Pre-Service Training Primary activities as per the Program Document, Budget and Program Implementation Manual; ▪ Liaise with VITE management, related projects, consultants, other MoET units and ECCE trainers to ensure effective coordination and collaboration. ▪ Provide high quality technical advice on primary education to VITE and MoET staff; ▪ Share new MoET curriculum, data, materials and policy with VITE lecturers; ▪ Ensure national and provincial education 	<ul style="list-style-type: none"> ▪ Strong project management skills (planning, implementing, reviewing and reporting); ▪ Teacher training skills ▪ Excellent knowledge of primary education and curriculum ▪ Familiarity with Government 	<p>Languages</p> <ul style="list-style-type: none"> ▪ Fluency in Bislama and English. Knowledge of French is desirable <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Graduate or post-graduate degree in education with a speciality in primary education

		<p>officers and other stakeholders know about the component and the changes to VITE and pre-service teacher training.</p> <ul style="list-style-type: none"> ▪ Ensure progress and data from Primary activities are reported accurately; ▪ Contribute to overall program management, implementation design, monitoring and reporting. 	<p>of Vanuatu or NGO systems, policies and guidelines, ideally in the education sector;</p> <ul style="list-style-type: none"> ▪ 5 years in a Government or NGO environment; 	
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Information Kit can be obtained from the Ministry of Education & Training (MoET) from the Receptionist at the Front Desk . Interested applicants must submit job applications attach with **resumes, references, copies of qualifications and provide contact in her/ his application.**

Applications should be marked 'Confidential', addressed to the HR Manager and must be received at the Ministry of Education & Training, PMB 028, Port Vila **by Friday 18th June 2021 @ 4pm.**

For further information please contact Human Resource Officer, Tel: 22309, or email nmatan@vanuatu.gov.vu.

Mr. Bergmans Iati

Director General

Ministry of Education and Training