

VANUATU QUALIFICATIONS AUTHORITY	
Job Description	
<b>Job title</b>	<b>Principal Officer Qualifications</b>
<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>B00142</b>
<b>Level</b> GRT Determination	<b>PS 8.1</b>
<b>Organization</b>	VANUATU QUALIFICATIONS AUTHORITY
<b>Department</b>	Standards and Qualifications
<b>Location</b> Where the position is located	PORT VILA
<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	The purpose of the post is to oversee the Recognition of Prior Learning and Recognition of Foreign Qualifications to ensure that all qualifications are recognized nationally. S/He is responsible to ensure the development of national qualifications, ensure the qualifications are accredited and placed on the national register, and promote these to the registered providers. Contribute to and oversee the development and review of the National Qualifications Framework (NQF) and the promotion and recognition of the NQF by other jurisdictions. Provide assistance and support to the Qualifications staffs and other staff of the Authority.
<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)	
<b>Key Result Area 1: Development and Review of the National Qualifications Framework (NQF)</b>	
<b>Duties and responsibilities</b> 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.	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>1.1</b> Manage the development of the National Qualifications Framework (NQF)	<ul style="list-style-type: none"> <li>National Qualifications Framework (NQF) developed</li> </ul>
<b>1.2</b> Oversee the review of the National Qualifications Framework (NQF)	<ul style="list-style-type: none"> <li>National Qualifications Framework (NQF) is reviewed and approved</li> </ul>
<b>1.3</b> Assist in the development and review of policies, procedures or guidelines on Qualifications	<ul style="list-style-type: none"> <li>Review policy on Qualifications approved by the Board</li> <li>Review procedure and guideline on Qualifications approved by the Board</li> </ul>
<b>1.4</b> Take leadership role in any research to assist the Unit in performing its roles effectively	<ul style="list-style-type: none"> <li>Excellent feedback from staff indicates in performance review</li> </ul>
<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)	
<b>Key Result Area 2: Development of National Qualifications</b>	
<b>Duties and responsibilities</b> 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.	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.



2.1 Participate and coordinate active communication with the industries and the external quality assurance unit for the development of National Qualifications	<ul style="list-style-type: none"> <li>Number of consultations/meetings held</li> <li>Minutes of meetings held</li> <li>Maintain excellent work relationship network with industries and colleagues for the development of national qualifications</li> </ul>
2.2 Manage the communications with other jurisdictions (national, regional, and international) for cross credit	<ul style="list-style-type: none"> <li>Signed agreement by national, regional, and overseas providers to cross credit units of national qualifications for next level qualification</li> </ul>
2.3 Manage and update the Vanuatu Qualifications Register (VQR) on the approved accredited national qualifications	<ul style="list-style-type: none"> <li>Update number of approved national qualifications are registered on the VQR</li> </ul>
2.4 Coordinate and participate in the promotion of the VQF and National Qualifications	<ul style="list-style-type: none"> <li>Number of promotional materials on the VQF and the available national qualifications distributed</li> <li>Number of employers and community members of whom are aware of the VQF</li> </ul>
2.5 Ensure the update of national qualifications are registered on the Pacific Register of Qualifications Standards (PRQS)	<ul style="list-style-type: none"> <li>Number of accredited national qualifications registered on the PRQS</li> </ul>
<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)	
<b>Key Result Area 3: Recognition of Prior Learning &amp; Recognition of Foreign Qualifications</b>	
<b>Duties and responsibilities</b> 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.	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
3.1 Participate in the implementation of the Recognition of Prior Learning (RPL) Policy and provide assistance to registered providers on the implementation of the RPL policy	<ul style="list-style-type: none"> <li>All PSET providers are implementing the RPL policy and processes</li> </ul>
3.2 Manage and participate in the assessment of application for Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> <li>Increase number of eligible applications for RPL assessment</li> </ul>
3.3 Manage the credit transfer and RPL assessments	<ul style="list-style-type: none"> <li>Report indicates coordination of prior learning assessment and credit transfers</li> </ul>
3.4 Manage and participate in the Recognition of Foreign Qualifications (RFQ)	<ul style="list-style-type: none"> <li>Report indicates increase in number of RFQ applications in Vanuatu and the implementation of the RFQ</li> </ul>
3.5 Develop, review, and update the RFQ manuals and guidelines	<ul style="list-style-type: none"> <li>RFQ manuals and guidelines reviewed, updated, and approved.</li> </ul>
<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)	
<b>Key Result Area 4: Management and Administration</b>	
<b>Duties and responsibilities</b> 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/	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.



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.	
<b>4.1</b> Assist in the management and operation of the Qualifications Unit	<ul style="list-style-type: none"> <li>Monthly report indicates good management of the Qualifications Unit</li> <li>Excellent feedback from Qualifications Unit staff</li> </ul>
<b>4.2</b> Assist in the development and implementation the Authority's work plan and Budget	<ul style="list-style-type: none"> <li>Development of Qualifications Unit's work plan</li> <li>Development of Qualifications Unit's Budget</li> </ul>
<b>4.3</b> Manage the preparation and submission of monthly reports of the Unit's activities	<ul style="list-style-type: none"> <li>Monthly report submitted</li> <li>Achievement of Units activities indicated in annual report</li> </ul>
<b>4.4</b> Supervise and review the performance of subordinates to ensure effective execution of work plans and related activities in key performance areas	<ul style="list-style-type: none"> <li>Performance review submitted</li> <li>Achievement of Unit's activities indicated in performance review and monthly report</li> </ul>
<b>Reports directly to</b> Title of Post and Level only	<b>12</b>
Assistant CEO Standards and Qualifications	Directly supervises Title of Posts and level if any Qualifications officers
<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within VQA & Ministry responsible)	<b>14</b>
<ul style="list-style-type: none"> <li>CSDU officers</li> <li>EQAC officers</li> </ul>	<b>Occasional Internal Personal Contacts with...</b> <ul style="list-style-type: none"> <li>Industry sector members</li> <li>Other VQA employees</li> </ul>
<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b>
<ul style="list-style-type: none"> <li>MoET</li> <li>Stakeholders</li> <li>Trades/Industries</li> </ul>	<b>Occasional External Personal Contacts with...</b> Other VQA stakeholders
<b>Impact of Decisions</b> (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.	
<b>Special Conditions</b> e.g., if unusual work hours, equipment or travel is required.	Traveling is required
<b>Reason for Seeking Approval</b> (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

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.)	
<b>Qualification</b> the required qualification for the job e.g., certificate, diploma, degree...	<ul style="list-style-type: none"> <li>• Post-Graduate or Bachelor Degree</li> </ul>
<b>Special Business Education</b> refers to the field of study that would be preferable	<ul style="list-style-type: none"> <li>• Education and/or other industry field</li> </ul>
<b>Experience</b> 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	<ul style="list-style-type: none"> <li>• 3+ year experiences in management and supervision</li> <li>• 3+ year experience in developing national framework, national qualifications</li> <li>• 3+ year experience in working with industries</li> <li>• 3-year work experience in teaching</li> <li>• Knowledge of the different industry sectors in Vanuatu</li> <li>• Understanding of recognition of prior learning and recognition of foreign qualifications</li> <li>• Understanding of issues in local and international development of national competency standards</li> <li>• Understanding of education and training course designs, delivery and review</li> <li>• Understanding of legislation, policies and strategic documents guiding the work of VQA</li> </ul>
<b>Special Skills</b> e.g., vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Ability to produce high quality work within required timeframes</li> <li>• Evidence of highly developed research and reporting skills</li> <li>• Excellent group facilitation skills</li> </ul>
<b>Thinking style</b> e.g., an analytical thinker, a practical thinker, creative thinker	<ul style="list-style-type: none"> <li>• Analytical and practical thinker</li> </ul>
<b>Communication/ Interpersonal Skills</b> list the skills required of this position	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills</li> </ul>
<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> <li>• Hard working</li> <li>• Meet deadlines</li> <li>• Honest</li> <li>• Respectful</li> <li>• Ability to provide support and assistance to team members</li> </ul>
<b>Language</b> "English, French and Bislama" is usual.	<ul style="list-style-type: none"> <li>• Fluent in English or French and Bislama</li> </ul>



ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
Prepared by the Human Resource Officer	Sign  Name <b>Françoise NGUYEN</b> Date <b>04/07/22</b>
Certified by or for the Divisional Head that the Post fits with any Corporate Plan, and is required.	Sign  Name <b>D. Dambury</b> Date <b>4/7/2022</b>
Checked by Chief Executive Officer for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name <b>David Dambury</b> Date <b>4/7/2022</b>
<b>DECISION OF VANUATU QUALIFICATIONS AUTHORITY</b>	
<b>Decision:</b> <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision)	<b>Date of Decision</b>  .....
Name <b>Ilari Bergmans</b> Sign	 Date <b>4/8/22</b>



