

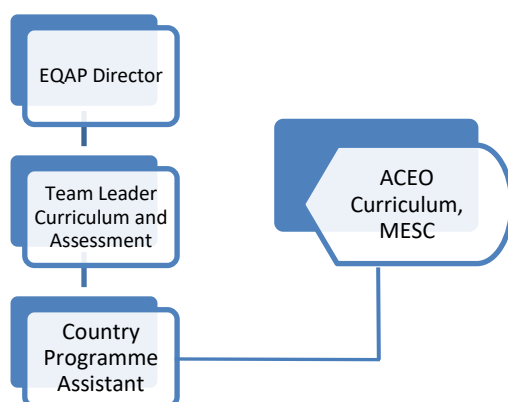


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Country Programme Assistant (Samoa)</b>
<b>Division/Programme and Section/Project (if any):</b>	Educational Quality and Assessment Program, EQAP
<b>Location:</b>	<b>Ministry of Education, Sports and Culture (MESC), Samoa</b>
<b>Reporting to:</b>	<b>Team Leader Curriculum and Assessment (EQAP) and the ACEO Curriculum, MESC, Samoa</b>
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	To support EQAP in implementation of the country work programme.
<b>Date:</b>	July, 2022

### Organizational Context and Organization Chart

The Pacific Community (SPC) is an international organization working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. SPC has 27 member countries and territories including 22 Pacific Island members. The Educational Quality and Assessment Programme (EQAP) provides technical support and advice to members in the areas of Assessment, Curriculum, Education Data, Policy, Research, Qualifications, Teacher Competencies and School Leadership, including but not limited to the administration of the South Pacific Form Seven Certificate (SPFSC) and Pacific Islands Literacy and Numeracy Assessment (PILNA) programs.



The position of Country Programme Assistant, although placed directly under the leadership of the Team Leader Curriculum and Assessment, will also be under direct supervision on site by the Ministry of Education, Sports and Culture, Samoa, under its ACEO, Curriculum.

## Key Result Areas (KRAs):

The position of **Country Programme Assistant** is designed to embed a full-time staff member within the Samoa Ministry of Education, Sports and Culture (MESC) to support ongoing work activities that are part of collaborative efforts between MESC and EQAP-SPC. It encompasses the following major functions or Key Result Areas:

1. **KRA 1:** Support for Literacy Intervention Programmes (50%)
2. **KRA 2:** Communication (20%)
3. **KRA 3:** Logistics and Travel Support for events (15%)
4. **KRA 4:** Programme Administration Support (15%)

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<b>KRA 1: Support for Literacy Intervention Programmes (50%)</b>	
<p>To provide programmatic support to the literacy consultants hired through MESC in</p> <ol style="list-style-type: none"> <li>a. Word processing reports for the consultants</li> <li>b. Documenting success stories around literacy improvements</li> <li>c. Securing consent from participants and from MESC for documentation and recording of success stories and critical incidents</li> <li>d. Capturing and documenting critical incidents of literacy instruction and learning through videos and narratives</li> <li>e. Providing required documents to EQAP and MESC</li> </ol> <p>To support teachers and consultants with data entry for literacy assessments</p> <ol style="list-style-type: none"> <li>f. Assist consultants and teachers in entering assessment data into digital devices (smartphone, tablet, laptop, or desktop)</li> <li>g. Upload assessment information into databases</li> <li>h. Download information from databases and provide to teachers and consultants</li> <li>i. Support consultants in navigating within digital applications</li> </ol>	<ul style="list-style-type: none"> <li>• Reports are word processed, of good quality and submitted on time</li> <li>• Success stories are documented, and documentation is of good quality</li> <li>• Critical incidents around literacy instruction and literacy achievement of students are captured on video and appropriately narrated.</li> <li>• Assessment data is entered into digital devices on a timely basis, and uploaded on to appropriate databases</li> <li>• Information from databases are downloaded and provided to consultants when required</li> </ul>
<b>Key Result Area 2: Support for Digitisation of Resources [20%]</b>	
<p>To support the digitisation of literacy intervention resources and communication of success stories</p> <ol style="list-style-type: none"> <li>a. Collate developed resources in collaboration with consultants and MESC</li> <li>b. Take pictures of developed resources</li> <li>c. Support the digitisation of these resources in collaboration with the SPC IT team</li> </ol>	<ul style="list-style-type: none"> <li>• Developed resources are collated and photos taken</li> <li>• Resources are digitized</li> <li>• Pictures of resources are uploaded on to identified sites</li> <li>• Support to the EQAP and MESC Communications teams are provided</li> </ul>

d. Upload resources on to nominated websites, in particular SPC and MESC	
e. Support the EQAP Communications team with stories and resources for visibility	
<b>Key Result Area 3: Logistics and Travel Support for events (15%)</b>	
Provide logistic and travel support, by way of	
a. administrative, financial and logistical support to ensure successful delivery of events i.e. meetings, conferences, training, and workshops.	<ul style="list-style-type: none"> <li>• Event budget developed and cleared</li> <li>• Participant travel, accommodation and per diems organised</li> <li>• Event logistics supported</li> <li>• Event closure process supported, including evaluation</li> <li>• Event documents finalised and distributed</li> <li>• Project travel matters represented in internal organisational travel forums where required</li> </ul>
b. budgets for in-country events.	
c. communications that are precise and use appropriate language such as Government Protocol letters and Administrative Notes for events.	
d. collation and distribution of events documentation.	
<b>Key Result Area 4: Programme Administration Support (15%)</b>	
To provide programmatic support in other collaborative activities between EQAP and MESC, in	
a. the coordination of activities related to examinations and assessment	<ul style="list-style-type: none"> <li>• Enquiries are attended to in an efficient, friendly and professional manner.</li> <li>• Support to finance and administration processes are effectively provided.</li> <li>• Support to meeting preparation and minute taking are effectively provided</li> <li>• An efficient filing system is maintained</li> <li>• Evaluation questionnaires are responded to by events participants</li> <li>• MEL reports are maintained and up to date</li> </ul>
b. logistical arrangements for workshops and trainings	
c. provision of M&E information	
d. securing financial documents e.g., quotations, invoices, etc.	

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

### Most Challenging Duties Typically Undertaken (Complexity):

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> <li>• Developing a good understanding of project requirements for financial implications, reconciliation and reporting.</li> <li>• Preparing and researching key issues on education for the purpose of developing training/meeting materials for use at the national level.</li> <li>• Accurate, reliable, and timely financial reporting using SPC procurement and finance systems.</li> <li>• Negotiating appropriate positioning in role and responsibilities relative the established status quo in SPFSC schools and the Ministry of Education</li> </ul>

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> Key external contacts are: <ul style="list-style-type: none"> <li>• Schools and teachers</li> <li>• Airline / Travel Agents</li> <li>• Vendors</li> </ul>	Receives information, communicates, informs, facilitates, coordinates communication, provides security and keeps confidentiality of information

<ul style="list-style-type: none"> <li>• Project consultants</li> <li>• Hotels and Conference Facilities</li> <li>• Project workshop participants</li> <li>• Project partners</li> </ul>	
<b>Internal</b> Key internal contacts are: <ul style="list-style-type: none"> <li>• Relevant host-Ministry counter parts</li> <li>• EQAP Director</li> <li>• Team Leaders</li> <li>• SPC Administration and Procurement Section</li> <li>• Other divisional representatives</li> </ul>	Making and implementing work plan including Liaising, facilitating and arranging administration, financial and travel items.

### Level of Delegation:

Routine Expenditure Budget:

Budget Sign off Authority without requiring approval from direct supervisor: *None*

The position holder:

- Supports the management of the programme and project budgets
- Does not authorize costs in own budget; and
- Does not sign standard letters.
- Compiles financial reports for the SPFSC

### Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Diploma in a relevant field such as business administration or commerce</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the Ministry of Education, Sports and Culture and/or other Ministries in Samoa</li> <li>• Bachelor degree in a relevant field such as education, business administration or commerce</li> </ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• 3 - 4 years' experience in a similar role, or role that demonstrates suitable communication and computing skills to perform this role</li> </ul>	<ul style="list-style-type: none"> <li>• Travel experience, travel booking experience.</li> <li>• Prior experience of providing secretariat support to project team.</li> <li>• Project management experience.</li> <li>• Ability to systemically maintain filing systems.</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrated experience in conference. management and event organisation, logistics and travel.</li> <li>• Relevant practical experience in procurement. administration, travel support and financial aspects of large and complex projects.</li> <li>• Strong PC-based computer skills, preferably with Microsoft Programs (Word, Excel, Outlook, PowerPoint).</li> <li>• Ability to effectively manage information and carry out data entry with attention to detail.</li> <li>• Demonstrated organizational and multi-tasking skills.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Strong interpersonal skills and an ability to work with a wide range of individuals in a multicultural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Highly motivated, dependable and organized, with a strong work ethic and proactive attitude to problem solving.</li> <li>• Experience using <b>Navision Software</b> or similar finance software.</li> <li>• Effective communication, negotiation and facilitation skills, and an ability to work in a team.</li> <li>• Prior experience working under donor funded projects.</li> <li>• Ability to work with minimum supervision and maintain composure under pressure.</li> <li>• Advantageous to have prior work experience with Ministry.</li> <li>• Knowledge of the Pacific.</li> </ul>
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### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Positive professional attitude for the provision of high-quality service.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• A flexible approach and willingness to assist with a variety of other tasks within SPC and willingness to learn new skills.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• A high level of interpersonal skills and cultural sensitivity.</li> <li>• Ability to set priorities and work successfully with minimal supervision.</li> <li>• Ability to work within timelines and to respond to stakeholders needs in a timely fashion.</li> <li>• Commitment to continuous learning for improvement.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to work well with all EQAP staff</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to deal with confidential information in a professional manner.</li> <li>• Ability to maintain professional neutrality.</li> </ul>

### Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

- Physically fit
- Ability to work in a team
- Clear and effective communicator
- Ability to think and make good decisions on the spot

#### **Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.