#### Ministry of Education and Training Structure - AMENDMENT and CORRECTION

The Ministry of Education requires a structure review in order to better meet educational service delivery requirements. The review objectives are to:

- Provide clear coordination and better alignment regarding Divisaional functions, channel of communication, monitoring and reporting systems
- Create a structure that will provide a workforce capable of improving the delivery of quality education services and results at all schools
- Decentralize functions where appropriate
- Flatten the management structure to enable efficiency
- Enable the Ministry to achieve its objectives and outputs under the VESP and Corporate Plan 2013 2017
- Confirm the future workforce structure in order to drive the development of other Human Resource Development processes
- Staged its implementtion to match the Budget
- Demand driven
- Reflect workforce against realistic financial means
- Current need and ability to finance
- Likely future need that would add value to education service delivery and to be financed and budgeted for in the future

#### The review process is intended to:

- Ensure structure address Education Act, TSC Act, Corporate Plan, VESP and their strategies addressing objectives and Goals of MoE
- Needs are based around overall objectives and goals to divisional functions and position, *not staff members*
- Position with related functions are aligned together forming Unit or Division
- Consult with all Ministry staff prior to confirming any changes/Directors Meeting
- Consult with other key stakeholders prior to confirm any final structureal changes
- Review JDs based around functions of division & Units and widely consult including PSC for clarity and understanding among Divisional staff avoiding duplication of functions and roles
- Provide a recommended structure to PSC by end of August 2013 for final approval

#### **Continuing Structure**

This proposed structure is demand-driven in that its design is based around the functions which are needed to achieve Ministry objectives and outputs. The structure must reflect a workforce which is needed but rationalized against realistic financial means. Given the reality of resource constraints and the existing strains on the scare financial resources this structure is intended to be enduring and have positions based on:

- Current need and ability to finance
- Likely future need to be financed and budgeted for in the future
- Review the Divisional functions to match the Education Act, TSC Act, Corporate plan and Budget

- Review the duties and responsibility for each position and positional scale
- Decentralize provincial functions
- Strength and achieve goals, objectives, strategies outline in the Corporate Plan
- Identify and approve future positions in principle and flexibility when finance is available.

The base structure will identify the current positions to be established (based on budget availability) and future positions that would add value to education service delivery when financial resources become available. It will allow the Ministry the flexibility to have positions approved in principle and be able to finance and staff those positions when the capability and need arises. An enduring structure ensures the Ministry does not need to review the structure again once finances allow additional staff.

#### New changes in the structure

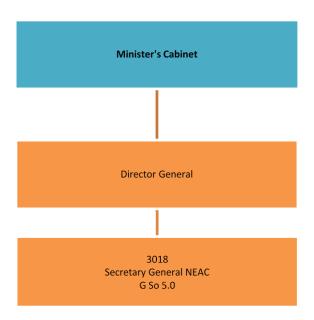
The proposed structure has identify the following changes to the current structure

- Division of Tertiary Education accommodating TVET, Higher Education, Teacher Education and Development
- Quality Control and Standard Unit and Information Management Unit under Director General's Office
- Research Unit under Policy and Planning Office
- Examination and Assessment Unit under Education Service Division
- Education/School Improvement Management under Education Service Division
- NationlEducation Commission established under the Cabinet
- National Education AdivsoryCouncil established under the Cabinet as well.

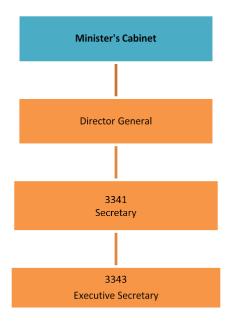
#### **Ministry of Education and Training Capability Framework Minister's Cabinet Teaching Service Commission** Vanuatu Qualification Authority National Education Advisory Council Vanuatu National Commission for UNESCO & Internation! Relations National Education Commission Office of the Director General **Execitive Officer Executive Secretary** Quality Contro Assurancel & Audit Standard Procurement Unit National Scholarship & Training Board Human Resource Management Unit TSC Secretaeriat UNESCO & Internal Relation Secretariat National Curriculum & Assessment Board Information Management **NEAC Secreteriat** Finance & Policy & Planing **Education Service Tertiary Education Directorate** Administration Directorate Directorate Directorate Early Childhood Education Higher Education Financial Managemeny Policy & Planning & Accunting Primary Education Research & Distance & Flexible Budgeting Learning Education Development Secondary Education Asset & Infrastructure Teacher Education & HRD Planning & Development Development **National Education Programs** Information Technology **TVET Education** Monitoring & Evaluation Provincial Education & General **Education Authority** Administration & School Statistic, Planning & Mapping Scholarship Maintenance Administration **Examination & Assessment Project Management** Curriculum Development School Performance Improvement

#### Office of the Director General 3000 Director General of Education EL18.5 3002 3001 **Executive Officer Executive Secretary** F Ps 5.9 J Cs 2.6 3003 3010 3008 3009 3027 3013 Information/ Communication Principal Audit Officer Principal Quality Education Bodies Coordinator & Principal Procurement Officer HR Manager Officer (ICO) International Relations/ UNESCO G So 5.0 Assuarance and Standard F Ps 5.6 G So 5.0 H Os 4.0 H Os 4.3 Officer F Ps 5.6 3004 3005 3028 Senior Audit Senior Audit Central Procurement Officer 3014 3016 School 3011 H Os 4.0 G So 5.0 Senior Human Resource Officer Senior Payroll Officer H Os 4.0 Senior Quality H Os 4.3 H Os 4.3 Assuarance Officer G So 5.0 3015 3017 3007 3006 3012 Human Resource Officer HRMIS Payroll Officer Audit central Audit school Senior Standard I As 3.0 I As 3.0 J Cs 2.5 J Cs 2.5 Officer G So 5.0

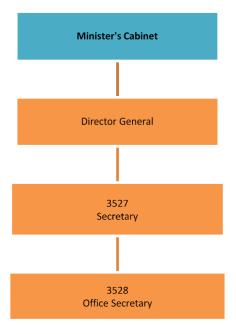
### National Education Advisory Council



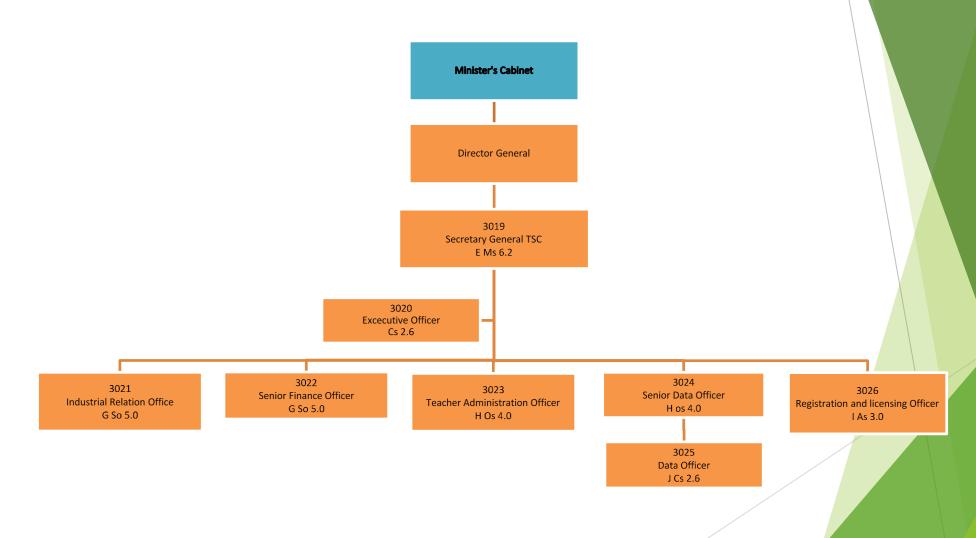
#### **National Curriculum and Assessment Board**



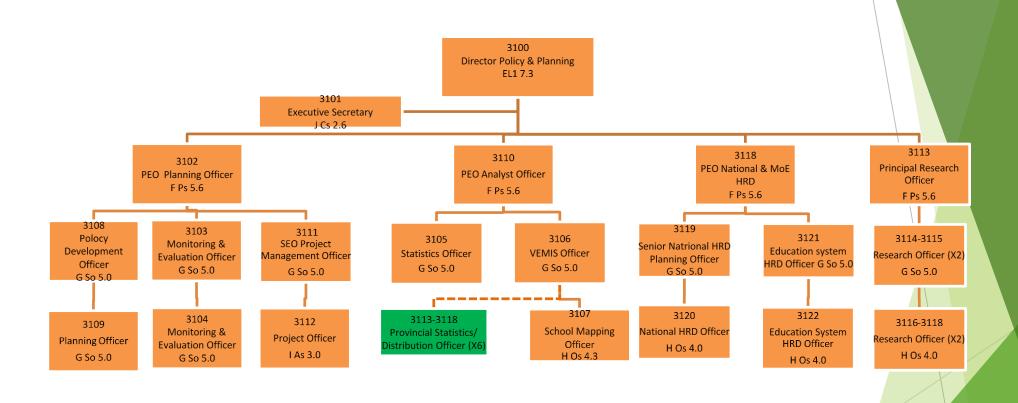
### National Scholarship and Training Board



### **Teaching Service CommissionSecretariat Unit**

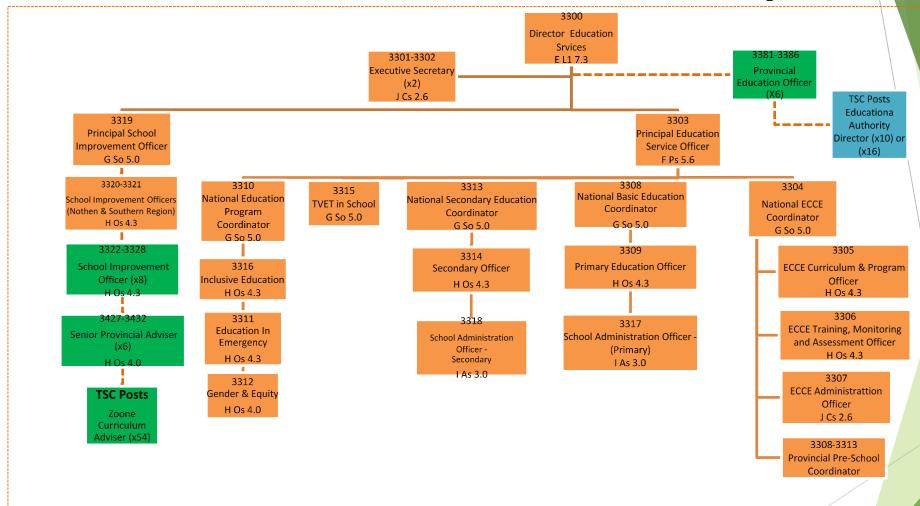


#### **Policy & Planning Directorate**

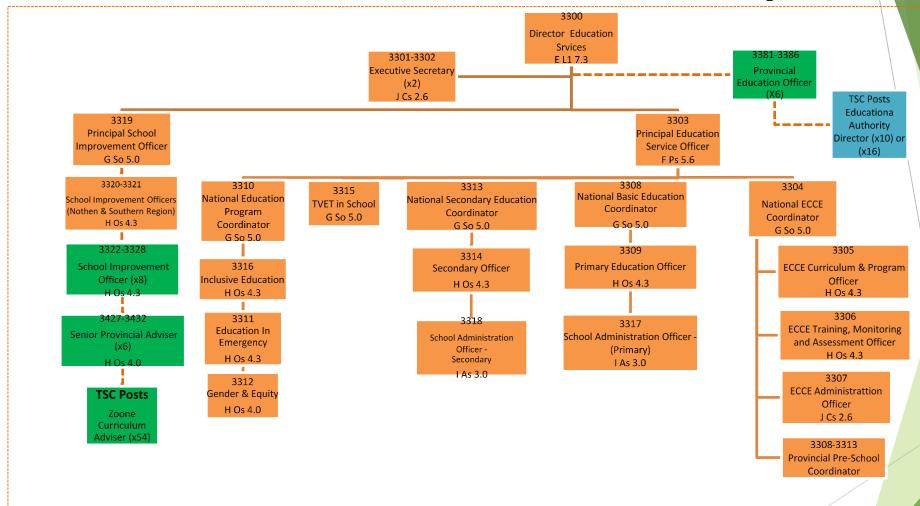


#### **Finance and Administration Directorate** Director Corporate Services EL1 7.3 3201 Executive Secretary J Cs 2.6 3226 3202 3210 IT Manager F Ps 5.6 Principal Finance Officer rincipal Administration & Asset F Ps 5.6 Management Officer F Ps 5.6 3227 pplication Programmer Analyst Officer 3218 Receiptionist 3213 G So 5.0 Asset Registry Officer J Cs 2.6 J Cs 2.4 IT Network & Support Officer 3216-3217 H Os 4.3 3219-3220 SEO Budget Officer SEO Accountant Cleaner X Driver (x2) J Cs 2.4 G So 5.0 G So 5.0 K Cs 2.0 3229 oplication Support Officer Back-End 3205 H Os 4.3 SEO Development Accountant 3224 G So 5.0 3221-3222 3212 3223 Senior Administration Officer Senior Property & maintenance Architect X2 Civil Enginer G So 5.4 I As 3.0 G So 5.4 G So 5.4 plication Support Officer Front 3207-3208 3204 Senior Expenditure Analysit Acounts Clerk H Os 4.3 Officer (x2) J Cs 2.6 3211 G So 5.0 Library & Archive Officer I As 3.0 3225 3215 Lands & Asset Officer Groundsman H Os 4.0 J Cs 2.2 Help Desk Support Officer 3209 SEO School Finance Officer 3214 Distribution Officer G So 5.0 J Cs 2.6 ovincial Finance Officer (X6

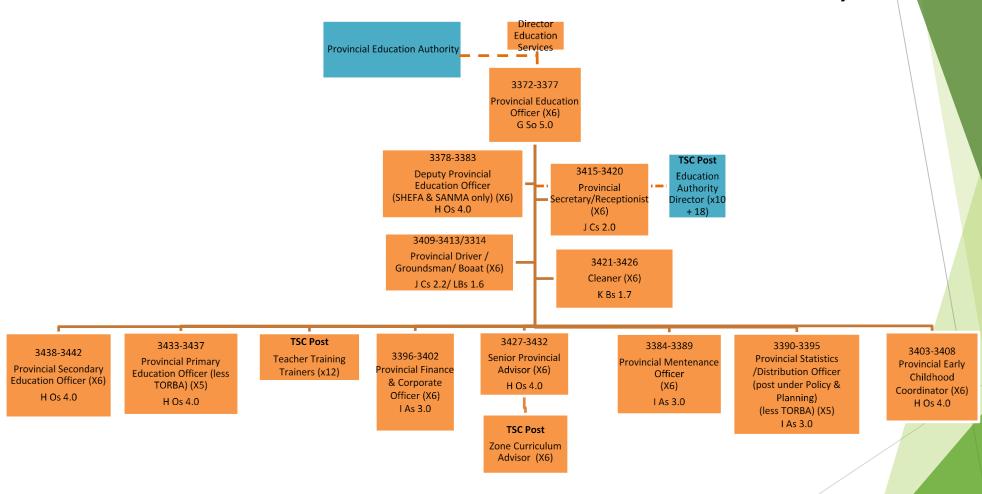
#### **Education Service Directorate - Administration & National Programs**



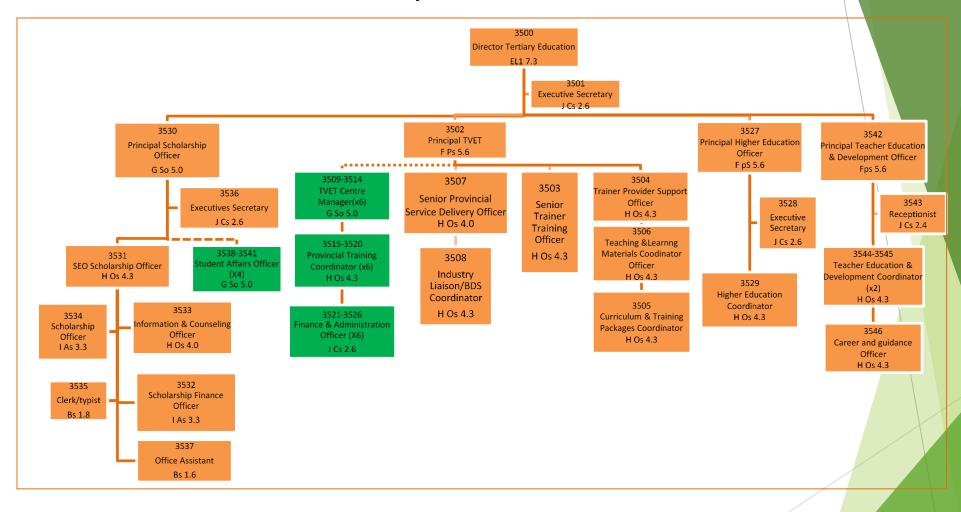
#### **Education Service Directorate - Administration & National Programs**



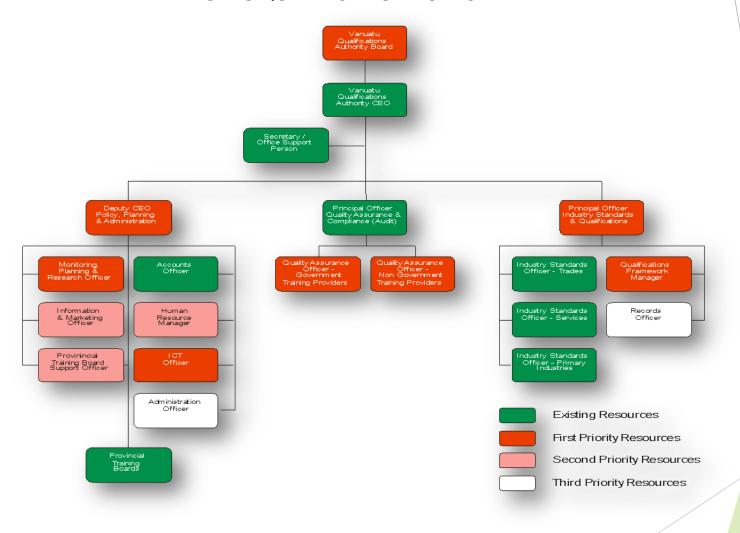
#### **Education Service Directorate -Provincial Education and Education Authority**



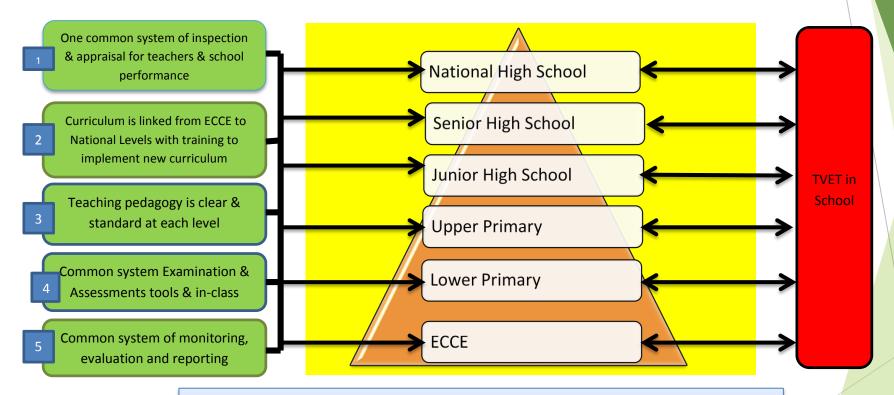
#### **Tertiary Education Directorate**



#### **VANUATU QUALIFICATION AUTHORITY**



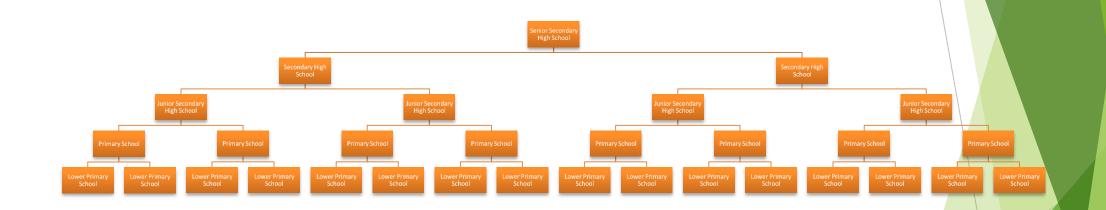
# Ministry of Education and Training



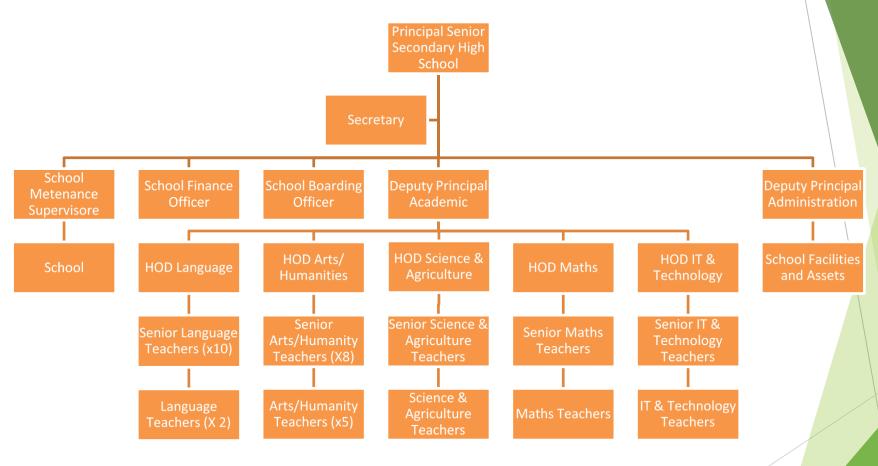
Maximsze access to quality Education

Manage and enhance service delivery through efficient and effective control of the workforce and

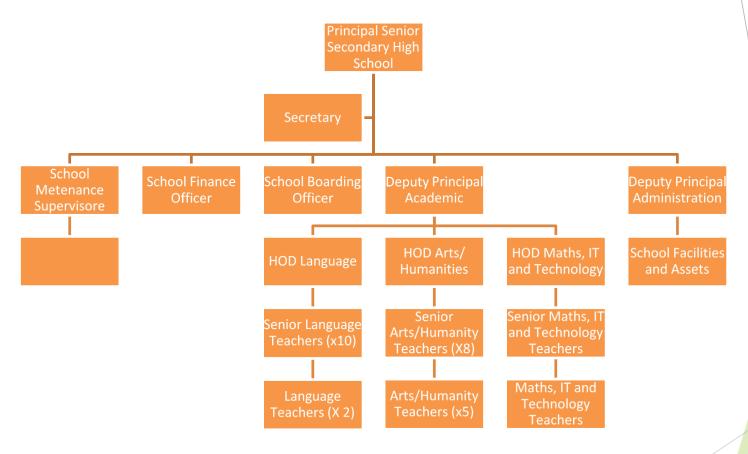
# Ministry of Education and Training School Structure Capability Framework



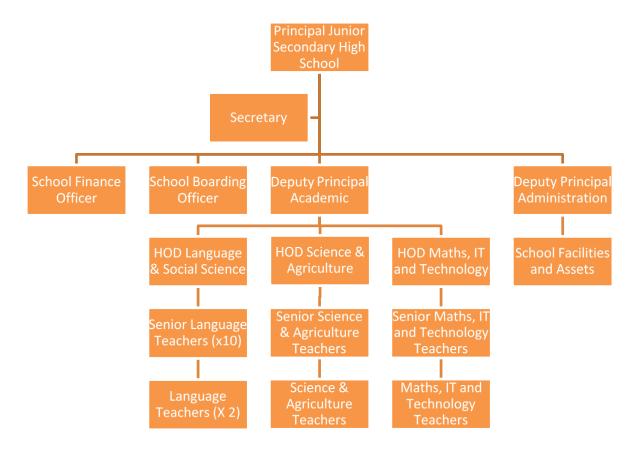
### **National Secondary High Schools 9-13 or 11-13**



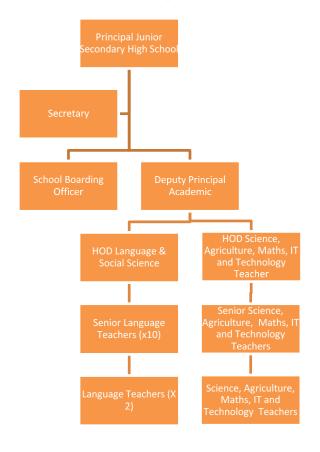
# Category C: Senior Secondary High Schools 7-12/3 or 9-12/3



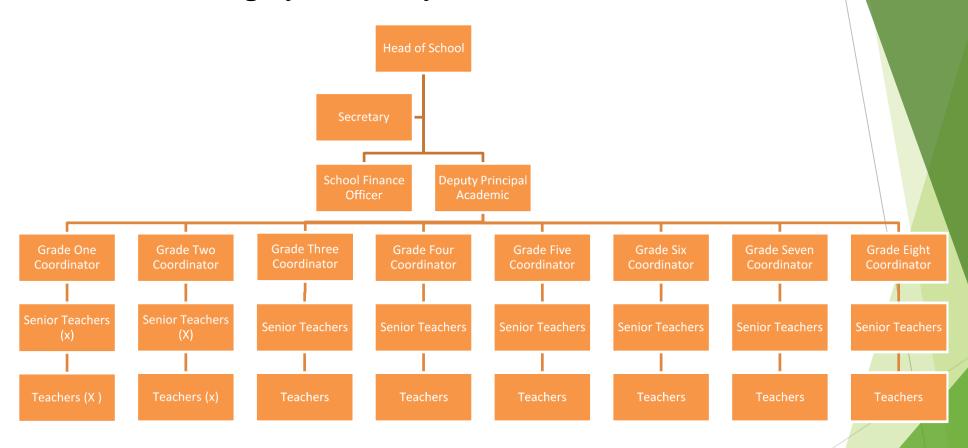
### Category A: Junior Secondary High Schools (More than One Stream) 7-10



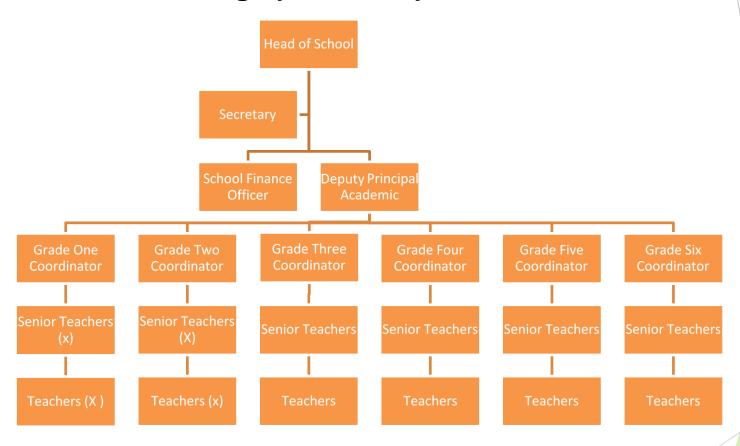
# Category B: Junior Secondary High Schools (Single Stream) 7-10



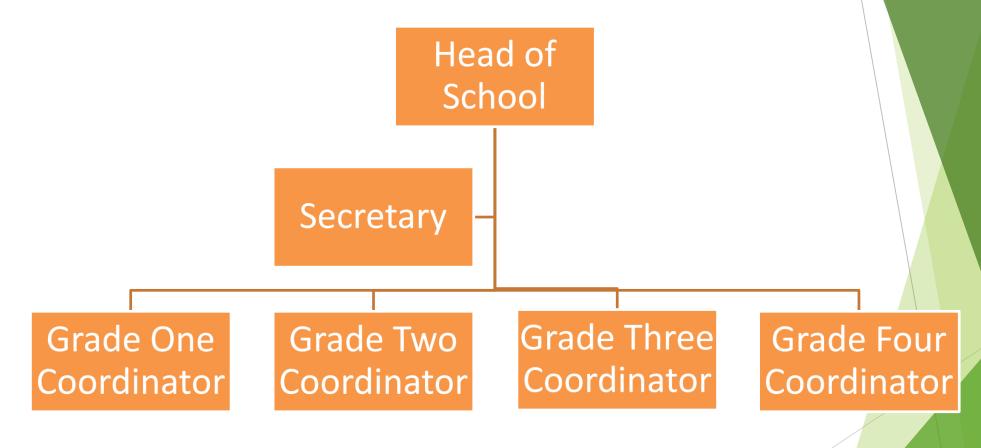
### **Category A: Primary Schools + Centre School 1-8**



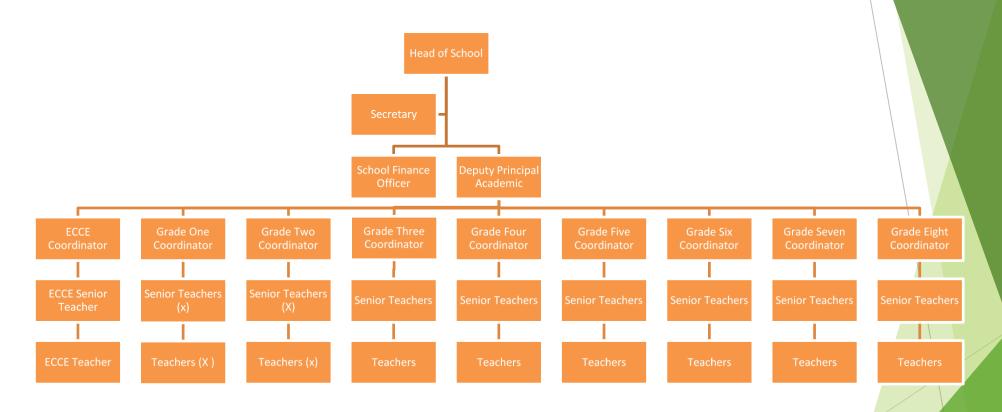
### **Category B: Primary Schools 1-6**



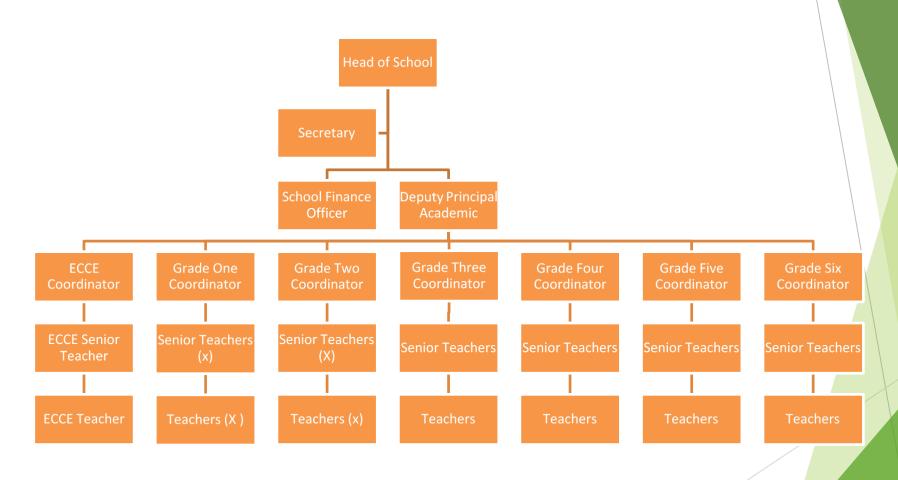
### **Category C: Lower Primary Feeder Schools 1-4**



# Category A: ECCE + Primary Schools + Centre School 2-1-8



### **Category B: ECCE + Primary Schools 2-1-8**



### **Category C: ECCE + Lower Primary Feeder Schools 2-1-4**

