



Solomon Islands Education Sector Support Program

Terms of Reference: Data Management Assistants (Locally engaged staff)

Location	Based in respective Provinces
Duration	Starts April 2023
Supervisor / Manager	Deputy Secretary, Corporate Services (TWG Chair) ESSP Team Leader
Performance Management and Reporting Framework	LES Performance Assessment and relevant program reporting framework

About the Program

The Solomon Islands Education Sector Support Program (ESSP) provides the strategic direction and implementation arrangements for the New Zealand Ministry of Foreign Affairs and Trade (MFAT) and the Australian Department of Foreign Affairs and Trade's (DFAT) combined investment to support the Solomon Islands Government (SIG) to implement its Education Strategic Framework 2016–2030 (ESF), and the National Education Action Plan 2022–2026 (NEAP).

The Program positions the Ministry of Education and Human Resources Development (MEHRD) as the central partner, adopts MEHRD's ESF and NEAP as guiding frameworks for all investment, promotes strengthened sector-wide donor coordination and provides the majority of Program funding through sector budget support.

The ESSP Program Management Team is responsible for the overall day-to-day operations, management and providing strategic oversight of ESSP and in particular provides support to the three ESSP partners.

ESSP is managed under Australia's Solomon Islands Resource Facility by DT Global.

Objectives of Role

An Education Management Information System (EMIS) is an organised approach to the collection and reporting of quality education information such as student, teacher, education authority and school data. The proposed education legislative reform led by MEHRD is premised on a shift towards a decentralised approach to education service delivery. Therefore, MEHRD, schools, education providers and provincial education boards will all require access to accurate, complete data through a centralised EMIS with well-functioning data management business processes. This centralised and shared data are essential requirements for all evidence-based planning, decision-making, implementation and reporting.

MEHRD has designed a special project called *Improvem EMIS Project* (the project) which will be governed by a Technical Working Group (TWG) to achieve a well-functioning and operational EMIS. The key objective

The Education Sector Support Program is funded by the Australian Government and the New Zealand Aid Programme in partnership with the Solomon Islands Government. It is implemented by DT Global under the Australia Solomon Islands Resource Facility.



of this first phase of the project is to ensure accurate and complete 2023 schools, teachers and students data are entered into EMIS by November 2023. In the future, there will be other phases of the project to roll-out EMIS to schools and add a full range of EMIS capabilities relevant for Solomon Islands education sector.

MEHRD requires the expertise of twenty (20)¹ Data Management Assistants (DMAs) to work closely with education authorities in Honiara and Provinces to implement the first phase of the project. Preference will be given to candidates who reside in the respective Provinces.

Remuneration will be based on the candidate's skills and experience, and will be aligned to similar SIG levels commensurate to these types of positions in the SIG public service.

Expected Outcomes

- Student, teacher and school data for 2023 has been inputted and complete for each province by September 2023
- Collaboration and relationship building with education partners in provinces – including Provincial education authorities, Provincial Government, and school leaders.

Roles and Responsibilities

The Data Management Assistants (DMAs) will:

1. Collect and input data into the EMIS for each school within their respective province
2. Lead in the dissemination of information and program data to MEHRD's TWG
3. Coordinate with Provincial Education Providers and school leaders, where necessary, to receive and collect data required to enter into EMIS
4. Ensure data is collected from all schools within the required timeframe
5. Communicate effectively with the TWG members responsible for implementing the Improve EMIS Project.
6. Other duties as required in line with the skills experience and role to ensure all data is collected, entered and verified within EMIS by the due date
7. Ensure a personal commitment to building constructive working relationship with education sector partners based in the provinces
8. Support project manager by providing timely reporting and raising issues early so that it can be resolved by the TWG

Reporting Lines and Performance Management

The DMAs will report to the Project Support Assistant who will monitor performance and delivery of outcomes in accordance with this ToR and report to the TWG. The DMAs will report to the ASIRF Human Resources Manager on contractual issues.

The Data Management Assistants will not:

- Make government policy decisions;
 - Make public comment or any statements regarding any elements of the assignment to the media without prior written approval from DFAT/MFAT or MEHRD (ESSP partners);
 - Sign contract documentation, contract administration documentation or payment documentation on behalf of the Solomon Islands Government (SIG);
 - Represent themselves as a SIG or DFAT public servant. This includes actions such as signing official correspondence.
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¹ Assistants required at the following locations: Malaita - 4, Honiara – 2, Guadalcanal – 3, Makira – 2, Choiseul – 1, Temotu – 2, Western – 3, Isabel – 1, Renbel – 1, Central 1

Selection Criteria

Qualifications

- Degree or experience in Information Systems

Essential experience and knowledge

- Strong written and verbal English communication skills.
- Strong attention to detail.
- Strong work ethic and a willingness to quickly learn and apply new concepts.
- Strong interpersonal and communication skills and a demonstrated ability to work effectively and collaboratively with Education Providers, school leaders and/or teachers and community leaders
- Proven ability to work both collaboratively in a team, and in independently, to deliver the agreed program of work.
- Proficiency with Microsoft Office Suite
- Some understanding and willing to learn about the importance of cross-cutting development issues such as gender, anticorruption, and disability, particularly in the Pacific region.

Desired Personal Attributes

- We are looking for enthusiastic graduates or professionals in IT who want to be a part of improving the education sector in Solomon Islands and be part of significant reform.
- Patience, self-awareness, resilience, flexibility.
- Ability to find creative, innovative and new solutions to deliver the agreed program of work.
- Ability to read, write and converse in Solomon Islands' Pijin.

About DT Global

DT Global is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. We are a part of the DT Global Family, a network including a for-profit company, a separate non-profit entity, and a charitable trust, all behind one mission: to improve as many lives as possible. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

For more information, please see www.dt-global.com

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

Safeguards

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DT Global is an equal opportunity employer

DT Global encourages women to apply. We recognise the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position