



Solomon Islands Education Sector Support Program

Terms of Reference: Project Support Assistant (Locally engaged staff)

Location	Based in Honiara
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.

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.



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-funtioning and operational EMIS. The key objective 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 a Project Support Assistant to be a part of the project, to provide logistical, technical and administrative support to ensure the project is progressing against key milestones. The role will also provide wide ranging support to the various project elements as required and support MEHRD with the management and coordination of various project officers.

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

Expected Outcomes

- Efficient and effective logistical support provided centrally to the Data Management Assistants located at the provincial level.
- Efficient and effective logistical support to ensure induction, mobilisation and training activities required to place and maintain Data Management Assistants at the provincial level.
- Efficient day to day administrative support to MEHRD's TWG.
- Collaboration and teamwork with the Data Management Assistants and MEHRD Information Services Division staff responsible for the management of the Data Management Assistants.

Roles and Responsibilities

The Project Support Assistant will have a specific role to:

1. Provide logistical support to the Data Management Assistants located at the provincial level.
2. Provide logistical support to ensure induction, mobilisation and training activities are caried out to place and maintain Data Management Assistants at the provincial level. This will include but is not limited to travel arrangements, venue hire, and other financial and resource management.
3. Provide administrative support to the TWG.

Reporting Lines and Performance Management

The Project Support Assistant will report to the Deputy Secretary, Corporate Services within MEHRD who will monitor performance and delivery of outcomes in accordance with this ToR. The Project Support Assistant will report to the ASIRF Human Resources Manager on contractual issues.

The Project Support Assistant 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/MFAT (ESSP partners) public servant. This includes actions such as signing official correspondence.

Selection Criteria

Qualifications

- Qualification in business management or equivalent is desirable

Essential experience and knowledge

- Strong project management skills
- Strong work ethic and a willingness to quickly learn and apply new concepts.
- Strong interpersonal and communication skills
- 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 who want to be a part of improving the education sector in Solomon Islands and be part of a 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.

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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