



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/OFFICE: Ministry of Education and Human Resources Development

DIVISION: Curriculum, Assessment & Performance **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 272-40068 **MINISTRY VACANCY NUMBER:**

POSITION TITLE: Director, Sector Performance

POSITION LEVEL: SS1 **SALARY RANGE:** \$103,664.69- \$127,907.93

THIS POSITION REPORTS TO: Deputy Secretary, Performance and Compliance

Subordinate Positions: Manager Monitoring and Evaluation (L12/13), Manager EP & School Performance (L12/13), Analysis of Resource Usage & Impact (L10/11)

SECTION B - SCOPE OF DUTIES

The position plans, implements, analyses and reports on sector performance including adherence to educational standards, policies, regulations and operational procedures, usage and availability of facilities, and the individual performance of education providers, ece and school leaders and teachers. The position maintains a focus on continuous improvement, collecting and analysing data to inform activities and provide recommendations for actions to improve sector performance.

SECTION C - KEY DUTIES

1. Manage the development and use of reporting tools, including the MEHRD Monitoring and Evaluation framework, to track, report on and provide insights into progress and challenges for senior management;
2. Assess and report on the progress and effectiveness of educational programs, initiatives, plans, strategies and policies in achieving strategic goals to MEHRD senior management and other authorised stakeholders;
3. Collect and analyse data from Education Providers to monitor and report on educational outcomes including the impact of the following on those outcomes:
 - a. Application and practice of teacher standards in schools;
 - b. Teacher and school leader performance appraisals;
 - c. Curriculum implementation and coverage;
 - d. Student attendance;
 - e. Teacher attendance.
4. Collect, analyse and report on education performance data, including enrolment, retention and achievement rates;

5. Manage the development of resources and templates for effective data collection and analysis at all levels, including provincial monitoring, analysis and reporting and ensure the provision of training in their use;
6. Monitor progress and assess the results of partner supported / funded programs, including the provision of reports to MEHRD and partners;
7. Ensure the legal compliance of education providers, ece and school leaders and teachers, investigate and act on any complaints or non-compliance issues;
8. Manage the Sector Performance Section to ensure all mandated activities under the Education Act (2023) and measured and reported on.
9. Manage the human, financial, and physical resources of the Section to ensure efficient and effective delivery of approved work plans.

SECTION D - KEY DELIVERABLES

- Appropriate sector reporting tools developed, trialled, implemented and monitored
- Data collected and reports provided on the effectiveness of educational programs, plans, strategies & policies, including development partner support
- Data driven reports provided on educational outcomes at the ece and school level
- Recommendations made on further investigation for under performing EP, ECE and schools

SECTION E – QUALIFICATIONS AND CAPABILITIES

- Master’s Degree in Education, Education Policy, Education Planning, Research, Public Policy, Public Administration, or a related field.
- Formal training in performance management and reporting, research methodologies, statistics, monitoring and evaluation, or data management is highly desirable.

Capabilities

- Strong understanding of education systems, policy development processes, and standards frameworks.
- Strong understanding of the high performing organisations and strategies to achieve high performance.
- Sound knowledge of the Solomon Islands education context, including relevant legislation and national strategies.
- Demonstrated ability to lead strategic research and translate findings into data driven reports and recommendations for performance improvement
- Proven leadership and senior management capability.
- Financial and resource management skills consistent with Public Service requirements.
- High-level stakeholder engagement and partnership management skills.

SECTION F – KEY SELECTION CRITERIA

EXPERIENCE

- Minimum of 8–10 years of progressively responsible experience in education policy, research, planning, or standards development.
- Demonstrated experience leading performance management implementation, reporting or change;
- Proven experience in high quality report writing to guide performance improvement.
- Experience managing teams, budgets, and programs at a senior level.
- Experience working within government systems and with development partners is desirable.

SKILLS and ABILITY:

- Ability to analyse and interpret data to assess and report on performance at an organisation level
- Strong analytical, research, and report writing skills.
- Data analysis and evidence interpretation capability.
- Strategic thinking and problem-solving ability.
- Excellent communication and presentation skills.
- Strong stakeholder engagement and negotiation skills.
- Ability to manage competing priorities and meet deadlines.
- Proficiency in ICT applications, including data systems and statistical software.

Attitude

- High level of integrity, professionalism, and accountability.
- Commitment to evidence-based decision-making.
- Results-oriented with a focus on service delivery and continuous improvement.
- Collaborative leadership approach with respect for diversity and provincial contexts.
- Commitment to inclusive education, child protection, and equitable access to quality education.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,987.10 - \$4,919.54

Annual Salary: \$103,664.69 - \$127,907.93

Annual Leave entitlement: 28 days per calendar year.

Other conditions of service as stipulated in the Agreement of Service on appointment.

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: