



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): 272-40118 **MINISTRY VACANCY NUMBER:**

POSITION TITLE: Manager, Student Assessment Unit

POSITION LEVEL: 12/13 **SALARY RANGE:** \$89,421.35- \$97,556.32

THIS POSITION REPORTS TO: Deputy Secretary, Curriculum, Assessment & Performance

Subordinate positions: Chief Quality Control Officer, Chief Examination Officer (3 x L10/11), Principal Examination Officer (2 x L8/9), Senior Examination Officer (L7/8, Examination Admin Officer (L8/9), Senior Data Officer (L7/8)

SECTION B - SCOPE OF DUTIES

The position effectively and actively leads and manages all aspects of student assessment (formative and summative) ensuring the appropriate use of technology and the security of examination papers.

SECTION C - KEY DUTIES

1. Coordinate and manage the development and implementation of age appropriate summative student assessment, including the collation and reporting of student results;
2. Manage the implementation and reporting on national large scale student assessments (e.g. PILNA)
3. Ensure the incorporation of diverse formats in assessment and actively explore and pilot new approaches to enhance assessment and evaluation efficiency, accessibility and accuracy;
4. Support the development and delivery of resources, guides and training programs for teachers on classroom-based assessments to help them to understand the types and use of assessments for informing and improving learning strategies;
5. Design and implement systems to track individual progress;
6. Develop processes to analyse and use assessment data to identify trends, gaps, areas for improvement;
7. Ensure integrity and fairness in the examination process, including ensuring the security of examination papers at all stages to maintain quality, confidentiality and integrity;
8. Analyse and report on correlations between student and sector performance data;

9. Maintain communication with the Curriculum Development Unit and provide advice if required on formative assessment techniques;
10. Manage the Student Assessment Unit to ensure all mandated activities under the Education Act (2023) and measured and reported on.

SECTION D - KEY DELIVERABLES

- Student assessments are designed and delivered, are age appropriate and measure appropriate indicators
- Large scale assessments are implemented and reports accurately compiled and published when authorised
- Student assessments and results are managed and applicable data is held confidentially
- Student results are published when authorised
- All assessments are held with integrity and fairness, and examination papers are kept secure
- Quality, confidentiality and integrity of student examinations and results is maintained

SECTION E – QUALIFICATIONS AND CAPABILITIES

- Master's Degree or a Postgraduate Diploma in Education, , Educational Leadership, Development Studies, or a related field (preferred).
- Bachelor's Degree in Education or a related discipline (required), with a focus on evaluation or assessment.

SECTION F – KEY SELECTION CRITERIA

EXPERIENCE

- At least 8–10 years of relevant experience in student assessment, examinations or similar field.
- Proven experience in national program planning and implementation.
- Experience in leading teams and managing complex, national initiatives.
- Experience working with government systems, development partners, and stakeholders.

SKILLS and ABILITY:

- Strategic and operational knowledge of assessment and examination approaches and systems and their application.
- Strong strategic thinking and analytical skills.
- Excellent leadership and people management skills.
- High-level communication, negotiation, and coordination skills.
- Ability to interpret and apply policy, legislation, and frameworks.
- Strong project management and organisational skills.
- Ability to work under pressure and meet deadlines.

Attitude

- High level of integrity, accountability, and professionalism.
- Commitment to equity, inclusion, and quality education.
- Results-oriented and proactive approach.
- Collaborative and team-oriented mindset.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,439.28- \$3,752.17

Annual Salary: \$89,421.35- \$97,556.32

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: