



SOLOMON
ISLANDS

GOVERNMENT

MINISTRY OF EDUCATION AND HUMAN RESOURCES DEVELOPMENT

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SOLOMON ISLANDS

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TERMS OF REFERENCE

EDUCATION PROVIDER CAPACITY DEVELOPMENT OFFICER

1. POSITION INFORMATION

Position Title: Education Provider Capacity Development Officer

Number of Positions: Four (4)

Participating Education Providers:

- Anglican Church of Melanesia Education Provider (ACoM EP)
- South Seas Evangelical Church Education Provider (SSEC EP)
- Seventh-day Adventist Education Provider (SDA EP)
- United Church Education Provider (UC EP)

Duty Station: Respective Education Provider Headquarters, Honiara/Province

Contract Duration: Two (2) years, renewable subject to satisfactory performance and continued availability of SINZEP funding

Funding: Solomon Islands–New Zealand Education Partnership (SINZEP)

Employer: Respective Education Provider

2. REPORTING

The Education Provider Capacity Development Officer will be employed by the respective Education Provider under SINZEP funding and will report to the relevant Education Provider Secretary/Head.

The Officer will work closely with MEHRD, Provincial Education Authorities, schools, education provider representatives and other relevant stakeholders to strengthen education service delivery and institutional capacity.

3. PURPOSE OF THE POSITION

The purpose of the position is to strengthen the institutional capacity of the respective Education Provider by providing technical support in planning, budgeting, financial management, reporting, monitoring, education information systems, capacity development and compliance.

The Officer will support the effective implementation of education programmes in accordance with the Education Act 2023, MEHRD policies, Education Provider Agreements and SINZEP requirements.

4. KEY RESPONSIBILITIES

The Education Provider Capacity Development Officer will:

1. Support the preparation, implementation and monitoring of Annual Work Plans (AWPs) and annual budgets;
2. Assist in preparing and reviewing Quarterly Progress Reports (QPRs), financial reports and other required reports;
3. Monitor the implementation of Whole School Development Plans (WSDPs) and provide technical support to schools;
4. Support the effective use of OpenEMIS/SEIMIS and improve the quality and accuracy of education data;
5. Deliver training, mentoring and coaching to strengthen planning, financial management, reporting and compliance;
6. Monitor compliance with the Education Act 2023, MEHRD policies, Education Provider Agreements and SINZEP funding requirements;
7. Conduct monitoring visits, prepare monitoring reports and recommend corrective actions to improve performance and accountability;
8. Liaise with MEHRD, Provincial Education Authorities, schools, other Education Providers and relevant partners to support effective programme implementation; and
9. Perform any other duties reasonably assigned by the relevant Education Provider Secretary/Head in relation to the objectives of the position.

5. MINIMUM QUALIFICATIONS

Applicants must have:

- A Bachelor's Degree in Accounting, Finance, Business Administration, Educational Management, Public Financial Management, Economics, Project Management or another relevant discipline.

6. EXPERIENCE

Applicants must have:

- A minimum of five (5) years' relevant experience in planning, budgeting, financial management, monitoring and evaluation, project management or education administration; and
- Experience in OpenEMIS/SEIMIS and capacity development will be an advantage.

7. KEY COMPETENCIES

The successful candidate should demonstrate:

- Strategic planning and budgeting;

- Financial management and reporting;
- Monitoring and evaluation;
- OpenEMIS/SEIMIS administration;
- Training and facilitation;
- Report writing and data analysis;
- Communication and stakeholder engagement;
- Organisational and problem-solving skills; and
- Ability to work effectively with schools, education provider leadership, communities, government stakeholders and other partners.

The successful candidate should demonstrate a strong commitment to supporting quality education, institutional strengthening, accountability and effective education service delivery.

8. EXPECTED OUTPUTS

The successful candidate is expected to contribute to:

- Improved quality and timely submission of Annual Work Plans, budgets, Quarterly Progress Reports and financial reports;
- Strengthened implementation and monitoring of Whole School Development Plans;
- Improved quality and use of OpenEMIS/SEIMIS data for planning and decision-making;
- Increased compliance with the Education Act 2023, MEHRD policies, Education Provider Agreements and SINZEP requirements; and
- Enhanced institutional capacity, accountability and governance within the respective Education Provider.

9. INSTITUTIONAL ARRANGEMENTS

The Officer will be based within the respective Education Provider and will work closely with the Education Provider leadership, MEHRD, Provincial Education Authorities, schools and other relevant stakeholders.

The position is funded under the Solomon Islands–New Zealand Education Partnership (SINZEP) and will contribute to strengthening the capacity of participating Education Providers to effectively manage and deliver education services.

10. CONTRACT DURATION

The appointment will be for a period of two (2) years, renewable subject to satisfactory performance and continued availability of SINZEP funding.

11. PERFORMANCE

Performance will be assessed against the responsibilities and expected outputs outlined in this TOR, as well as the agreed work plan and performance expectations of the respective Education Provider.

The Education Provider Capacity Development Officer will be expected to demonstrate professionalism, integrity, accountability, effective stakeholder engagement and commitment to achieving the objectives of the SINZEP-supported capacity development programme.