



MINISTRY OF EDUCATION, SPORTS & CULTURE
MATĀGALUEGA O Ā'OGA, TA'ALOGA MA AGANU'U

Position Title	Senior Education Officer-Secondary Level Assessment
Position Code	EC000128
Supervisor Code	EC000127
Reports to:	ACEO Assessment & Examination Division
Immediate Supervisor:	Principal Education Officer – Examination
Division:	Assessment and Examination Division
Location:	MESC Main Office
Salary Grade	A12/A13 \$33,435 /\$36,316

PRIMARY OBJECTIVE

Responsible for the overall planning, coordinating, implementing, supervising and monitoring of all national and internal examinations and assessment activities at the secondary level.

To improve the performance of students through the of provision quality assessment programs both at the National Level and the school level

KEY RESPONSIBILITIES

PLANNING OF ASSESSMENT & EXAMINATION ACTIVITIES

- Prepare an initial plan and schedules of national assessment and examination activities at Secondary Level.
- Prepare information to school principals, school review officers, and teachers upon consultation with PEO Examination and PEO AMIS
- Prepare necessary forms and other documents for distribution to schools related to IA, SSC and SSLC, such as pre-enrolment, enrolment, amendment. Etc.
- Coordinate with PEO Examination on other logistical and transportation-related activities for national exams at Secondary Level.
- Collect information about students with special needs – physically-impaired, hearing-impaired, visual-impaired and non-Samoan examinees.
- Verify all information about examinees and schools and prepare a corresponding report.
- Prepare and submit monthly report of activities to PEO
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SUPERVISION AND ADMINISTRATION OF NATIONAL EXAMINATION

- Coordinate the printing of documents and examinations materials with AO Secondary and PEO Examination.
- Oversee the distribution of examination materials including transportation and transmission of information about the materials.
- Conduct visual inspection of examination centers/rooms including storage room of examination materials.



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- Prepare standard forms and signage before and during examinations.
- Coordinate with the PEO Examination and AO Secondary in the preparation of Examiner's Manual.
- Plan and implement training and orientation of School Supporting Advisor, examiners and moderators.
- Supervise the actual implementation of the SSC and SSLC examinations.
- Oversee the collection, transportation and submission of accomplished examination papers including used exam materials.
- Prepare general report of SSC and SSLC including incident reports.

SCORING, MARKING AND ENTERING OF EXAM RESULTS.

- Plan and supervise the scoring, marking and reporting of results.
- Review and verify scored and marked examination papers.
- Coordinate with SEO MIS in encoding of exam results.
- Plan and supervise printing of exam results and certificates.
- Oversee the distribution of results and certificates.
- Coordinate with SEO MIS on the preparation of student profile, school profile and district profile reports to CDMD.

STORAGE AND SECURITY OF EXAMINATION MATERIALS

- Develop a plan for storing examination materials to ensure confidentiality.
- Design a plan of examination materials management and disposal.
- Ensure that all examination materials are strictly secured at all times.

INTERNAL ASSESSMENT AND SCHOOL/SUBJECT ACCREDITATION

- Prepare an annual plan of activities for the Internal Assessment for schools and teachers
- Disseminate information on criteria for accreditation of school subjects for internal assessment.
- Assist the PEO AE in the implementation of accreditation of subjects in schools.
- Implement and monitor Internal Assessment activities
- Assist the PEO in coordinating with all school principals.

HUMAN RESOURCES MANAGEMENT

- Direct the activities and programs of the Assessment Officer (Secondary).
- Identify training and capacity building programs for the Assessment and Examinations team..



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To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies:

SKILLS & ABILITIES	Problem Solving	<ul style="list-style-type: none"> • Demonstrate an open mind attitude when assessing a wide range of issues and impacts within a defined context • Understands theoretical side of matters and application in practical situations on arising issues where relevant • Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules.
	Building Relationships	<ul style="list-style-type: none"> • Client focused, understands, facilitates and commit to effective service delivery • Support and sustains relationships within the organization and across the public service • Support team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale • Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with clients and the wider public.
	Achieving and Delivering results	<ul style="list-style-type: none"> • Understands and appreciates the organisation's direction, through the implementation of set work tasks towards the achievement of divisional objectives • Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results
	Communication and Presentation skills	<ul style="list-style-type: none"> • Communicates clearly in written and verbal • Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation • Understands key issues and being able to apply and convey judgment for convincing and balanced rationale.
PERSONAL ATTRIBUTES	Commitment and personal drive	<ul style="list-style-type: none"> • Work effortlessly in any circumstances. • Committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every level. • Work together to achieve a common purpose.



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	Integrity	<ul style="list-style-type: none"> • Acts with integrity at all times • Demonstrates precision in work operations and being able to explain own actions • Role models professionalism, and objectivity in approach to sensitive matters. • Present authorised information where needed.
	SPS Values	<ul style="list-style-type: none"> • Familiar with the Code of Conduct. • Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness
EXPERIENCE	Experience, Knowledge and Past Work Performance	<ul style="list-style-type: none"> • A minimum of three (3) years successful teaching experience in secondary schools. • Some experience in leadership positions. • Established expertise in conducting trainings for Secondary Assessment needs especially during trainings and workshops related to assessment.
QUALIFICATION	Formal Qualification	<ul style="list-style-type: none"> • A minimum of Bachelor in Education or equivalent