



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

Position Title	Senior Information Analysis
Position Code	EC000139
Supervisor Code	EC000138
Reports to:	ACEO Policy, Planning & Research Division
Immediate Supervisor:	Principal Information Analysis
Division:	Policy, Planning & Research (PPRD)
Location:	MESC Main Office
Salary Grade	A12/A13 \$33,435 /\$34,438

PRIMARY OBJECTIVE

The primary role is to collect, manage and analyse data to support the Ministry's strategic planning, resource allocation, performance, monitoring and reporting.

KEY RESPONSIBILITIES

COLLECTION AND VERIFICATION OF SEN DATA/INFORMATION

- Coordinate the Sen for all schools of Samoa
- Collate Sen from schools for preparation for national assessments, OGG disbursement, resource allocation
- Make amendments to the SEN lists on AMIS and liaise with the assessment division on changes and progress on the lists
- Assist with data collection on Early childhood Education

EDUCATION STATISTICAL DIGEST

- Assist in the Preparation and produce of the Annual Education Statistical Digest
- Assist in the Dissemination of the Digest
- Assist in the Preparation of Analytical reports from the Digest data

EDUCATION STATISTIC FOR INTERNAL AND EXTERNAL PURPOSES

- Assist in the Preparation of data to update global indicators linking to SDG4 indicators to improve and strengthen education systems of all countries including Samoa

Core Competencies/Selection Criteria



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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.
PERSO NAL ATTRI	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.



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		<ul style="list-style-type: none"> • Work together to achieve a common purpose.
	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"> • At least 3 years of relevant experience in strategic planning and report writing with sound understanding of government planning framework • Proven knowledge and experience in coordination, organization and review of strategic plans. • Proven knowledge and experience in constructing outputs and outcomes KPIs to measure progress
QUALIFICATION	Formal Qualification	<ul style="list-style-type: none"> • Degree in Statistical Studies/Information Management