VANUATU QUALIFICATIONS AUTHORITY

Job Description

1	**Position**	National Human Resource Development Plan (NHDP) Coordinator	
2	**Post Number**	A0016	
3	**Remuneration Level** (Suggested by VQA but approved by GRT)	**PS S 6.9**	
4	**Organization**	VANUATU QUALIFICATIONS AUTHORITY	
5	**Division**	The Office of the Chief Executive Officer	
6	**Location**	PORT VILA	
7	**Purpose**	The NHRDP Coordinator will provide oversight and coordination of the implementation of the Vanuatu 2030: National Human Resource Development Plan (NHRDP) under the auspices of the Vanuatu Qualifications Authority Board. The post holder plays a pivotal role in shaping and driving the workforce development strategy for Vanuatu, aiming to align education and training efforts with the country's economic needs and ensuring a skilled workforce for the future.	
8	**Reports directly to** Title of Post and Level only	9	**Directly supervises** Title of Posts and level if any
	Chief Executive Officer		
10	**Frequent Internal Personal Contacts with...**("Internal" means within VQA & Ministry responsible)	11	**Occasional Internal Personal Contacts with...**
	• M & E Officer • Board Members • CSDU	Other VQA employees	
12	**Frequent External Personal Contacts with...** ("External" means other Ministries and the community)	13	**Occasional External Personal Contacts with...**
	NHRDP implementing agencies as indicated in the implementation plan	Other Stakeholders (Government Ministries, Private Sector Representatives, PSET Providers, & Senior Secondary Schools)	
14	**Impact of Decisions** (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Decision on allocating funding to implementing agencies.	
15	**Special Conditions** e.g. if unusual work hours, equipment or travel is required.	Domestic traveling is required	
16	**SELECTION CRITERIA** Technical Competencies, Generic Competencies and Leadership Competencies are to be considered		
16.1	**Qualification** the required qualification for the job e.g. certificate, diploma, degree...	Masters	

16.2	**Special Business Education** refers to the field of study that would be preferable	Business Administration or closely related field
16.3	**Experience** e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc.	Minimum of 5-10 years experiences in coordinating the implementation of a policy or strategic plan
16.4	**Technical Competencies** Refer to guidelines provided by ODU	• Ability to develop and implement national HRD plans, including identifying national workforce needs, gaps, and priorities for skills development • Able to analyse Labor market trends • Knowledge in policy development • Knowledge in qualification standards • Stakeholder engagement.
16.5	**Generic Competencies** Refer to guidelines provided by ODU	• Project management, • Good communication, • Analytical thinking, • Time management, • Able to work in a team • Possess negotiation skills
16.6	**Leadership Competencies** Refer to guidelines provided by ODU	• Strategic vision, • Able to make decisions • Lead a team
16.7	**Behavioural Competencies** Refer to guidelines provided by ODU	• Honest & trustworthy • Time management and ability to prioritise multiple tasks • Respect to self and others • A good listener and complies with instructions
16.8	**Language** "English, French and Bislama" is usual.	Fluent in English or French and Bislama

17. CRITICAL SUCCESS FACTORS

This is an important section requiring very careful development. The KRAs, LTAs and KPIs should be designed to deliver the Authority's objectives in Corporate and Business Plans and progress NSDP targets. They must be SMART (Specific Manageable Achievable Realistic & Time Bound). For lower-level JDs, only 5 KRAs may be needed but as responsibilities increases, so too will KRA numbers. This section provides for monitoring of delivery and is the basis for Performance Review Appraisals and Work Schedule Plans.

	Key Result Areas (KRAs) Indicate key work areas to deliver required results		**Key Task Areas (KTAs)** Indicate for each KRA general guidelines for the tasks/activities to be undertaken to deliver the KPIs for each KRA		**Key Performance Indicators (KPIs)** Indicate the item, action, report that proves the activity is delivered in time as specified
17.1		**17.1.1**	• Develop NHRDP Coordination Work plan to support NHRDP Implementation	**17.1.2**	• NHRDP Coordination Work plan drafted and endorsed by VQA Board • Regular reports to VQA CEO and Board on NHRDP Coordination Work plan activities • Accurate and up to date information is provided to NHRDP implementing agencies • Representatives of NHRDP implementing agencies report satisfaction with support, and technical input by NHRDP Coordinator
			• Advise NHRDP implementing agencies on budget allocation		• Budget allocation information and support is provided in a timely manner • Individual agencies and organizations receive accurate information on budget allocation
			• Coordinate with the scholarship unit to ensure allocations of national and international scholarship are in line with the national priority demands		• Scholarship programs are awarded based on key demands highlighted in the implementation plan • Development partners' scholarship programs are driven by national priorities.
17.2	Develop and implement a Communications Plan to promote activities in relation to NHRDP	**17.2.1**	• Develop and implement communications plan to promote and publicize NHRDP implementation	**17.2.2**	• Draft communication plan endorsed by VQA Board • Communications activities undertaken on regular basis • Communications plan updated on as-needs basis to take into account changing circumstances and government priorities

					• Regular stakeholder events conducted to inform counterparts of NHRDP implementation
			• Conduct workshops with key government, private, education, and community sector organizations to socialize stakeholders on the scope and objectives of the NHRDP implementation		• NHRDP implementation workshop program and schedule approved • NHRDP implementation workshops conducted in Port Vila and provincial locations • Workshop outcomes report including issue/lessons learned to inform future NHRDP workshops submitted to VQA Board within two weeks of each workshop • Workshop program and content revised and updated in response to stakeholder feedback and direction from the Board
17.3	Produce reports on the NHRDP implementation activities to the VQA Board	**17.3.1**	• Draft and submit regular reports to VQA Board on NHRDP implementation	**17.3.2**	• Reporting schedule endorsed by VQA Board • Monthly, quarterly, and annual reports submitted to VQA Board by due date • Actions arising from VQA Board meeting minutes relevant to NHRDP implementation are completed within agree timelines
			• Undertake ad-hoc internal and external reporting on NHRDP implementation		• Reports drafted and endorsed by VQA Board • Liaise with external stakeholders in response to requests for ad-hoc reports
			• Provide information to stakeholders to inform their reporting on NHRDP implementation		• Liaise with key government, private, education, and community sector stakeholders to ascertain their information needs relevant to the NHRDP implementation • Data and information provided in a timely manner
17.4	Coordinate the development and implementation of the Monitoring and Evaluation plan	**17.4.1**	• Develop NHRDP coordination monitoring and evaluation plan	**17.4.2**	• Stakeholder engagement with relevant government, private, education, and community sector representatives

					informed of development of the NHRDP coordination monitoring and evaluation plan • Draft NHRDP coordination monitoring and evaluation plan endorsed by VQA Board • NHRDP coordination monitoring and evaluation plan regularly reviewed
			• Implement NHRDP coordination monitoring and evaluation plan		• Monitoring and evaluation activities undertaken as per schedules in the plan • Regular monitoring activities provide evidence of progress with support and NHRDP coordination • Regular monitoring activities inform decision making and resource allocation for coordination of NHRDP with implementing agencies • Evaluation of NHRDP coordination undertaken in consultation with NHRP implementing agencies
17.5	Reporting and Performance Management	**17.5.1**	• Prepare and submit accurate monthly progress reports on assigned activities.	**17.5.2**	Monthly reports submitted by due date.
			• Participate in performance appraisal processes by providing supporting information.		Active participation in performance review processes.
			• Contribute to the development of annual workplans through input on assigned outputs.		Timely input provided to annual workplan.
Any other duties reasonably requested by Supervisor: Yes, as required by the Chief Executive Officer					
18 ENDORSEMENT WITH NAME, SIGNATURE AND DATE All signature blocks must be signed, stamped and dated for Job Description to be Valid					
18.1	**Prepared in Vanuatu Qualifications Authority**	Signed:		Name: Yaliso Reman	

		Date: 27/02/2026 Title: HR Desk
18.2	**Certified by or for the Divisional Head** that the Post fits with any Corporate Plan, and is required.	Signed: Name: Date: / / Title:
18.3	**Checked by the Chief Executive Officer** for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed: Name: Lesbeth. Jimmy Date: 28/04/26 Title: Acting CEO
	19 DECISION OF VANUATU QUALFICATIONS AUTHORITY	
Decision: Approved or Deferred or Amended (Circle the appropriate Decision)		**Date of Decision:** 05/06/2026
Name: CHEKOL ALA IANNA	**Sign:**	**Date:** 05/06/2026

L'AUTORITE DES QUALIFICATIONS DE VANUATU ★ VANUATU QUALIFICATIONS AUTHORITY
CHAIRMAN
PRÉSIDENT