

## Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

<b>1</b>	<b>Job title</b>	<b>Executive Secretary</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>Suggested by Director General ...Cs2.8</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>3001</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Office of the Director General</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Port Vila</b>	
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To ensure that the Office of the Director General functions efficiently and effectively, providing prompt professional administrative support to alleviate the workload of the Director General to better serve delivery to stakeholder agencies and clients and coordinating all aspects of the Office's operation.	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Management of diary, appointment and meeting schedule for the Director General	<b>9.1</b>	1) 90% of appointments and meetings schedules are recorded 2 days earlier/before the meeting  2) DG is satisfied (Yes/No)
<b>8.2</b>	Provide and efficient, professional daily secretarial and administrative service to the Director General	<b>9.2</b>	100% of External phone calls are answered prompt and professionally, (Yes/No),  Filing Register secure and up-to-date with readily located documents using MoE's standard or uniform filing index,  Incoming correspondences registered and filled,  Preparation and dissemination of approved minutes  Director General's schedule and work load is well managed and balanced
<b>8.3</b>	Director General's Office budget is monitored	<b>9.3</b>	Monthly financial report submitted to the DG by the end of each month
<b>8.4</b>	Effective and efficient (logistics) services including travel and transport arrangements to the Office of the Director General	<b>9.4</b>	Bookings, flight itinerary and accommodation arrangement are finalized and confirmed 2 days prior to the departure date (Yes/No)
<b>8.5</b>	hard and e-copy filing system is maintained and protected	<b>9.5</b>	6 monthly report on the arrangement of the system
<b>8.6</b>	Report collated and delivered on time to	<b>9.6</b>	Number Stakeholder being served with the report on

	stakeholders		time
<b>8.7</b>	Administration of tasks within his/her area of competence including time management and staff attendance	<b>9.7</b>	<ul style="list-style-type: none"> <li>Administrative tasks within his /her area of competence are carried out</li> <li>Staff attendance and time is managed</li> <li>Stationary list is up-dated and books are binded.</li> </ul> <p>Report collated and delivered on time to stakeholders</p>
<b>10</b>	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
<b>10.1</b>	Managing diary, appointment and meeting schedule and arrangements for the Director General in accordance with his/her work priorities		
<b>10.2</b>	Provide an efficient, professional daily secretarial and administrative service to the Director General		
<b>10.3</b>	Manage all internal and external contacts with the Office of the Director General, including correspondence, telephone, personal and all related enquiries, ensuring follow-up action occurs as required.		
<b>10.4</b>	Assist the Director General to assign work within the Office and to follow-up the progress of work on his/her behalf.		
<b>10.5</b>	Manage all aspects of the budget of the Office of the Director General.		
<b>10.6</b>	Maintain a sound and up-to-date understanding of the Ministry's overall budget in order to provide advice and assistance to the Director General.		
<b>10.7</b>	Ensure that all services including travel and transport arrangements to the Office of the Director General and MoE are delivered efficiently and effectively.		
<b>10.8</b>	Arrange high level meetings and functions and take minutes of meetings as required.		
<b>10.9</b>	Oversee the work of the Typist/Filing Clerk to ensure that all files and other records are up-to-date and in good order.		
<b>10.10</b>	Oversee and maintain an efficient, secure central hard and e-copy filing system for sensitive documents for the MoE		
<b>10.11</b>	Provide quality services to all external and internal clients		
<b>10.12</b>	Establishment and operation of office management routines and procedures.		
<b>10.13</b>	Provide operation and control responsibility for the office equipment of the Director General.		
<b>10.14</b>	Carrying out of administrative tasks within his/her area of competence including facilitating the preparation of reports		
<b>10.14</b>	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements		
<b>10.15</b>	Carry out other duties as directed by the Director General.		
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b>	<b>Directly supervises</b> Title of Posts and level if any
	Director General of Education		Typist/Filing Clerk
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b>	<b>Occasional Internal Personal Contacts with...</b>
	Minister and political advisers, Director General, Secretary, TSC and Directors, MoE officers		National Education Advisory Board, National Education Commission Provincial Education Boards
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b>	<b>Occasional External Personal Contacts with...</b>
	Other Government Ministries and Departments Members of the Teaching Service		Office of the President Office of the Prime Minister

17	<b>Impact of Decisions</b> (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.	Indirectly has an impact on Director General's decision making in many areas. Is required to ensure the smooth functioning of the Direct General's Office which also has an impact on the Ministry's external relationships.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Must be able to meet set targets
19	<b>Reason for Seeking Approval</b> (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	New post. This position replaces in part the post of Personal Assistant to the Director General approved in 2001 and which has been deleted from the proposed structure.
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b> (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Diploma or a degree would be an advantage.
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Management and Public Administration or any relevant qualification
20.3	<b>Experience</b> 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	A minimum of 5 years in office management, either in a private or public organization
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	High level communication and interpersonal skills. The ability to deal sensitively and tactfully with people at all levels is essential. Ability to maintain confidentiality.
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Must be reliable, have a good character and be able to maintain confidentiality.
20.8	<b>Language</b> "English , French and Bislama" is usual.	English and French as well as Bislama
21		
21.1	<b>Prepared in the Ministry by ...</b>	<b>Name</b> John J. Garoleo <b>Sign</b> <b>Date</b> 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	<b>Name</b> Jesse Dick Joe <b>Sign</b> <b>Date</b> 02/ 06 /2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<b>Name</b> <b>Sign</b> <b>Date</b> / /
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  <b>Decision:</b> <u>Approved</u> or Deferred or Amended <b>Date of Decision:</b> ..... (Circle the appropriate Decision)  Name <b>Sign</b> Date / /2014	