
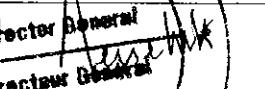

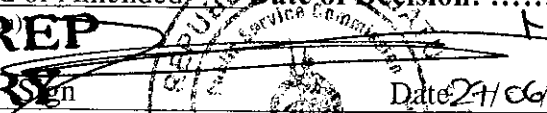
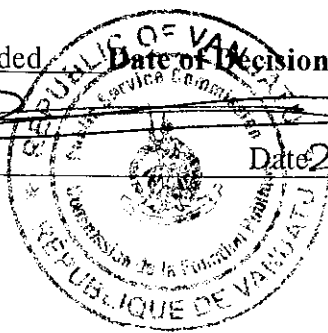
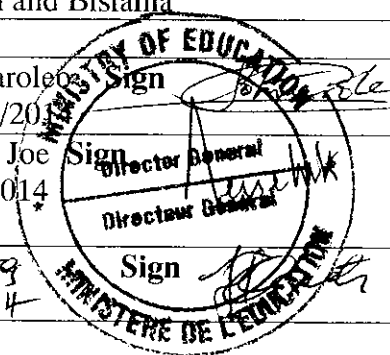


Public Service Commission Job Description Form

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.

1	Job title	Auditor Officer School	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3006	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director GeneralJ Cs 2.5	
4	Ministry	Education	
5	Department	Education	
6	Location Where the position is located	Port Vila	
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To Support Senior School Auditor in providing financial and operational advice and assistance to School Management and to conduct comprehensive Audit reviews of all schools	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Schools are audited	9.1	50% of 40 schools schedule Audits completed
8.2	Written Audit Reports	9.2	50% of audit report completed
8.3	Audit Working Paper File	9.3	50% of audit reports are filed
10	Duties and responsibilities 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.		
10.1	Assist in conducting operational and comprehensive financial audit reviews of 40 schools throughout Vanuatu.		
10.2	Assist in conducting investigation in schools		
10.3	Assist School Heads and Bursars in keeping school account and accounting records.		
10.4	Assisting PEO, Internal Audit to review yearly schools bank account and schools grant payments		
10.5	Write reports on all school audits to PEO Auditor.		
10.6	Assist PEO, Internal Audit in preparing and implementing an Annual Audit Work Plan		
10.7	Assist PEO, Internal Audit in reviewing, developing and producing training and working manuals and materials on auditing and financing.		
10.8	Providing training to Principals, Headmasters and school bursars on auditing and financing.		
10.9	Carry out other duties directed by Director General		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	SEO School Audit and PEO Audit		None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	MoE Internal Auditors, MoE Finance Staff and VEMIS		Secondary School Bursars, Principals and Headmaster.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	School Council of Secondary and Primary Schools, Provincial Education Offices, Church Education Offices and TSC		MFEM Internal Auditor, MFEM Finance Officers
17	Impact of Decisions (a) Think of the decisions this Post		Give advice on good financial management to

	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.	Schools.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Occasional travel to Schools.
19	Reason for Seeking Approval (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)	Routing revision of existing Job Description.
20	CRITERIAS TO BE SELECTED FOR THIS POST (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	Qualification the required qualification for the job e.g certificate, diploma, degree...	Diploma
20.2	Special Business Education refers to the field of study that would be preferable	Business Studies or Accounting and Finance
20.3	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	2-3 years' experience in the field of auditing of accounts. Demonstrate some knowledge of government audit procedures and must be able to write audit reports.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> • Auditing skills, • Report writing report (and letter) skills, • Computer literate
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....	Practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Interpersonal communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Patient, reliable, honest, sense of commitment and punctual.
20.8	Language "English , French and Bislama" is usual.	English or French and Bislama
21		
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign 
21.2	Certified by or for the DG (that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Ranta Sign  Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended (Circle the appropriate Decision) LAURENT REP Name SECRETARY Sign  OPSC Date 27/06/2014	




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.

1	Job title	Senior Payroll Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3016	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General..... H Os 4.3	
4	Ministry	Education	
5	Department	Education	
6	Location Where the position is located	Port Vila	
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To maintain payroll system and services for all the staff of the Department of Education and teachers in regards to their remuneration, leave, entitlements, severance pay, allowances and other staff support services	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Payroll for MoE employees completed	9.1	80% of employees' payroll completed by end of 2014
8.2	VNPF Processed	9.2	a) 80% of employees' VNPF completed b) 6 monthly report
8.3	Allowances, entitlement, increment and severance pay	9.3	Quarterly Report on allowances, entitlement increment and severance pay
8.4	Employees payroll Issues and Bank application are processed	9.4	60% of payroll issues reduced??
8.5	MoE payroll system is audited and reviewed	9.5	MOE payroll is audited twice a year
8.6	Budget heads and Journals for transfer teachers	9.6	90% of budget distribution and Journals completed (by when?)
8.7	Payroll records filed and reported	9.7	90% of Payroll records filed and reported
10	Duties and responsibilities 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.		
10.1	Preparing payroll for all MoE employees including daily rated, contracted staff, relief teachers and temporary staff.		
10.2	Dealing with all payroll matters in relation with VNPF		
10.3	Dealing with all changes and make any changes necessary for all payroll staff including teachers		
10.4	Maintaining increment records for all staff including teachers		
10.5	Conciliating annual budget with new appointment through ferret report		
10.6	Maintaining and updating the whole databases established in the Personnel/Payroll section		
10.7	Assisting with the reconciliation of finance payroll with the Department postings and Office Staff (Journals)		
10.8	To deal with all secondary and primary schools housing rents		
10.9	Assist with Bank applications on behalf of office staff and teachers (how often?)		
10.10	Conducting comprehensive audit and payroll review in liaise with the PSO and MFE		
10.11	Carry out other duties directed by Director General		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any

	SEO and PEO Audit		None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	MoE Internal Auditors, MoE Finance Staff and VEMIS		Secondary School Bursars, Principals and Headmaster.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	School Council of Secondary and Primary Schools, Provincial Education Offices, Church Education Offices and TSC		MFEM Internal Auditor, MFEM Finance Officers
17	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.		Give advice on good financial management to Schools.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Occasional travel to Schools.
19	Reason for Seeking Approval (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)		Routing revision of existing Job Description.
20	CRITERIAS TO BE SELECTED FOR THIS POST (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	Qualification the required qualification for the job e.g certificate, diploma, degree.		Diploma or Degree
20.2	Special Business Education refers to the field of study that would be preferable		Business Studies or Accounting and Financing.
20.3	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		4 years' experience in the field of auditing of accounts. Must have some knowledge in the management of employees' payroll either in a Public or Private Institution.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Auditing skills, computer literate, writing report and letter.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker		Practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position		Interpersonal communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.		Patient, reliable, honest, sense of commitment and punctual
20.8	Language "English, French and Bislama" is usual.		English or French and Bislama
21			
21.1	Prepared in the Ministry by ...	Name	John J. Garoleo Sign <i>[Signature]</i>
		Date	02/ 06 /2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name	Jesse Dick Joë Sign <i>[Signature]</i>
		Date	02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name	<i>[Signature]</i> Sign <i>[Signature]</i>
		Date	14/ 7 /2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION		
	Decision: <u>Approved or Deferred or Amended</u> Date of Decision:		
	(Circle the appropriate Decision)		

	Name <i>Laurent R. P.</i>	Sign 	Date <i>5/17/2014</i>
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