

## 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>Auditor Officer (Central)</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>3007</b>		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General ....J Cs 2.5</b>		
<b>4</b>	<b>Ministry</b>	<b>Education</b>		
<b>5</b>	<b>Department</b>	<b>Education</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 support Senior Central Auditor in providing financial and operational advice and assistance to Ministry of Education		
<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>	Central system is audited	<b>9.1</b>	50% of Central (and schools) Audits completed (by when?)	
<b>8.2</b>	Written Audit Reports	<b>9.2</b>	50% of audit report completed (by when?)	
<b>8.3</b>	Audit Working Paper File	<b>9.3</b>	50% of audit reports are filed	
<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>	Assist in conducting operational and comprehensive financial audit reviews of Ministry of Education Central system throughout Vanuatu.			
<b>10.2</b>	Assist in conducting investigation in the Ministry of Education			
<b>10.3</b>	Assist the Ministry of Education officers in managing public funds, keeping MoE accounts and accounting records.			
<b>10.4</b>	Write reports on all MoE Central audits to PEO Auditor.			
<b>10.5</b>	Assist PEO, Internal Audit in preparing and implementing an Annual Audit Work Plan			
<b>10.6</b>	Assist PEO, Internal Audit in reviewing, developing and producing training and working manuals and materials on auditing and financing.			
<b>10.7</b>	Assist in providing training to MoE Staff on financial auditing.			
<b>10.8</b>	Carry out other duties directed by 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	
	SEO Central Auditor and PEO Audit		None	
<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>	
	MoE Internal Auditors, MoE Finance Staff and VEMIS		Secondary School Bursars, Principals and Headmaster.	
<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>	
	School Council of Secondary and Primary Schools, Provincial Education Offices, Church Education Offices and TSC		MFEM Internal Auditor, MFEM Finance Officers	
<b>17</b>	<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		Give advice on good financial management	



	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.	to Schools.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Occasional travel to Schools.
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)	Routing revision of existing Job Description.
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
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Diploma in Business Studies or Accounting and Finance
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	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	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> <li>• Auditing skills,</li> <li>• Report writing report (and letter) skills,</li> <li>• Computer literate</li> </ul>
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Interpersonal communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, reliable, honest, sense of commitment punctual.
20.8	<b>Language</b> "English , French and Bislama" is usual.	English or French and Bislama
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21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign <i>J. Garoleo</i> Date 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>Jesse Dick Joe</i> Date 02/ 06 /2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rantes Sign <i>L. Rantes</i> Date 25/06/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision)  LAURENT RE... Name Sign Date 27/06/2014  SECRETARY OPSC	