
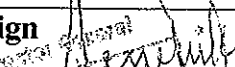

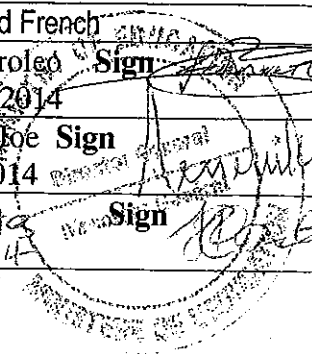


## Public Service Commission Job Description Form

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>Human Resource Manager</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>3013</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by the Director General ... G So 5.0</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>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.	Supervise, oversee, monitor, implement and maintain human resource management services for the Ministry through an efficient and effective implementation of Public Service sound management and administrative policies, practices and processes to meet the standard requirements of the Public Service Commission.	
<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>	Oversee the management, coordination and maintenance HR functions in line with PSC staff Manual	<b>9.1</b>	Staff related issues and HR functions are managed, maintained and issues reduced
<b>8.2</b>	Supervision, coordination, verification and facilitating of all recruitment processes	<b>9.2</b>	Recruitment are processed
<b>8.3</b>	Oversee the up-dated and review of job status	<b>9.3</b>	80% of MoE Jobs are audited and reported regularly
<b>8.4</b>	Oversee the renewal of contracts in timely manner	<b>9.4</b>	All contracts are renewed
<b>8.5</b>	Oversee MoE staff attendance	<b>9.5</b>	<ul style="list-style-type: none"> <li>• 100 % of staff attendance is monitored closely</li> <li>• Time attendance is recorded and reported</li> </ul>
<b>8.6</b>	Oversee the processes of staff allowances, entitlement and leaves processes	<b>9.6</b>	Staff allowances, entitlements and leaves are managed, reported and up-dated
<b>8.7</b>	Oversee and supervise monitoring and facilitating of staff promotion, transfer, demotion and discipline processes	<b>9.7</b>	Staff are promoted, transferred, demoted and terminated
<b>8.8</b>	Oversee HR management training to MoE staff	<b>9.8</b>	Training regarding HRM are provided in line with PSC Staff Manual
<b>8.9</b>	Oversee staff performance appraisal processes and management	<b>9.9</b>	Staff appraisal completed
<b>8.10</b>	Provide monthly, quarterly, and yearly report	<b>9.10</b>	Monthly, quarterly and yearly reports produced
<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>	Supervise, coordinate and manage HR functions in line with PSC staff Manual		
<b>10.2</b>	Verify and facilitate all recruitment submission to PSC for approval		

10.3	Advertise all approved positions within the Ministry	
10.4	Coordinate the receipt of applications and the selection panel	
10.5	Review all the jobs and provide an up-dated registry	
10.6	Facilitate and process all new and ongoing contracts on timely manner	
10.7	Coordinate and manage staff attendance and report timing trend for improvement	
10.8	Facilitate and manage staff allowances, entitlement and leaves and keep an up-dated record	
10.9	Monitor and facilitate staff promotion, transfer, demotion and discipline on timely manner	
10.10	Provide training to HR Officers and Unit under the MoE	
10.11	Facilitate staff performance appraisal processes and ensure that supervisors within the Ministry carry out their employee's work performance on regular basis	
10.12	Inform employees at all levels issues relating to human resources management and development on a regular basis	
10.13	Report on the HR function monthly, quarterly, and on yearly basis	
10.14	Carry out any other responsibility as required by the Director General	
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	Executive Officer	Nil
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	Director General, Executive Officer, Other staff of the Director General's Office	Directors within the Ministry, Managers, Principal Officers,
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	Public Service Commission, Dept of Finance	Other HRO's from line Ministries
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.	
	Nil	
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	May be required to work odd hours
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)	Pleased provide reasons for the establishment of this position.
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...	Degree in Human Resource Management/ Public Administration
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Management and Public Administration
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 5 years experience in public administration and all or some of the above duties and responsibilities. Good knowledge and understanding of PSC HR related policies.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Supervision skills, Human resource management skills Planning and coordinating skills, Research skills Report writing skills, Computer literate

20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Punctual, honest, active, cooperative, supportive, shows commitment and ability to work under pressure.
20.8	<b>Language</b> "English, French and Bislama" is usual.	Bislama, English and French
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign  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  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. R. R. Sign  Date 27/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  <b>Decision: <u>Approved</u> or Deferred or Amended</b> <b>Date of Decision: .....</b> <small>(Circle the appropriate Decision)</small>  <b>LAURENT REP</b> Name      Sign      Date 27/06/2014 <b>SECRETARY</b> <b>OPSC</b>	