

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 Human Resource Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3014		
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General ... H Os 4.3		
4	Ministry	Education		
5	Department	Office of the Director General		
6	Location Where the position is located	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.	Manage, coordinate, supervise, facilitate 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.		
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	Effective management, coordination and maintenances of HR functions in line with PSC staff Manual	9.1	Staff related issues and HR functions are managed, maintained and issues reduced (Yes/No)	
8.2	Supervision, coordination, verification and facilitating of all recruitment processes	9.2	1) Recruitment are processed (Yes/No) 2) Number of recruitment processed for the last 6 months	
8.3	Coordination and up-dated review of job status	9.3	80% of MoE Jobs are audited and reported regularly	
8.4	Renewal of contracts in timely manner	9.4	All contracts are renewed (Yes/No)	
8.5	Supervision of MoE staff attendance	9.5	<ul style="list-style-type: none"> • 100 % of staff attendance is monitored closely • Time attendance is recorded and reported 	
8.6	Supervision and coordination staff allowances, entitlement and leaves processes	9.6	Staff allowances, entitlements and leaves are managed, reported and up-dated	
8.7	Monitoring and facilitating of staff promotion, transfer, demotion and discipline processes	9.7	Staff are promoted, transferred, demoted and terminated	
8.8	Provide HR management training to MoE staff	9.8	Number of training regarding HRM are provided in line with PSC Staff Manual	
8.9	Facilitation of staff performance appraisal processes	9.9	1) Staff appraisal completed 2) Number of appraisals per year	
8.10	Provide Monthly, quarterly, and yearly report	9.10	Monthly, quarterly and yearly reports produced	
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	Supervise, coordinate and manage HR functions in line with PSC staff Manual	
10.2	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	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Executive Officer	Nil
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director General, Executive Officer, Other staff of the Director General's Office	Directors within the Ministry, Managers, Principal Officers,
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Public Service Commission, Dept of Finance	Other HRO's from line Ministries
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.	Nil
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	May be required to work odd hours
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)	
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...	Degree
20.2	Special Business Education refers to the field of study that would be preferable	Human Resource Management/ Public Administration
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 public administration and or similar positions
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Planning and coordinating skills HR management skills Report writing skills Computing literate
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills	Listening, writing, reading, oral communication

	required of this position	skills
20.7	Behavioural Competencies 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	Language "English, French and Bislama" is usual.	Bislama, English and French
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign [Signature] 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 Joe Sign [Signature] 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. Rantex Sign [Signature] Date 27/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name LAURENT REP Sign [Signature] Date 27/06/2014 SECRETARY OPSC	