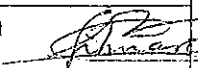


Public Service Commission Job Description Form

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	Human Resource Officer HRMIS	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3015	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General ... I As 3.0	
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.	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	Staff related issues and HR functions are managed and Public Service Manual uphold	9.1	<ul style="list-style-type: none"> • Memos circulated • Training participation • Reports
8.2	Recruitment are processed	9.2	Appointment letters from PSC
8.3	Jobs are audited and reported	9.3	Job Status and Allowance Audit Report
8.4	Contracts are renewed	9.4	Contracts documented and approved by PSC
8.5	Staff attendance task supervised and monitored	9.5	Provide Time attendance report
8.6	Staff allowances, entitlements and leaves are managed and reported and up-dated	9.6	<ul style="list-style-type: none"> • Approval letters • Report
8.7	Staff are promoted, transferred, demoted and terminated	9.7	<ul style="list-style-type: none"> • Appointment letters from PSC • Report
8.8	Training regarding HRM are provided in line with PSC Staff Manual	9.8	<ul style="list-style-type: none"> • Staff participation & Minutes • Training Handbook
8.9	HR Unit Budget & Activity plan	9.9	Budget & Activity plan completed
8.10	Authorise purchase of resources	9.10	Purchase order completed and resources delivered
8.11	Staff appraisal processed	9.11	Appraisal completed and received by HR Unit
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 and coordinate activities in line with the HR functions and the PSC staff Manual		
10.2	Verify and facilitate all recruitment submission to PSC for approval		
10.3	Supervise and verify advertisement process within the Ministry of Education		
10.4	Coordinate and supervise the receipt of applications and the coordination of the recruitment panel		
10.5	Review all the jobs and allowances and provide an up-date		
10.6	Facilitate and supervise the process of all new and ongoing contracts in a timely manner		
10.7	Coordinate and supervise staff attendance and report timing trend for improvement		
10.8	Facilitate and manage staff allowances, entitlement and leaves and up-date		

10.9	Monitor and facilitate staff promotion, transfer, demotion and discipline inline with the PSC Manual	
10.10	Attend to staff queries relating to human resource procedures and development	
10.11	Attend to the preparation of the HR Unit budget	
10.12	Provide training to HR Officers and and all MOE staff	
10.13	Facilitate staff performance appraisal processes and ensure that supervisors within the Ministry carry out their employee's work performance on a 6 mths basis	
10.14	Supervise and monitor the updating of staff personal file and information	
10.15	Report on the HR functions on a monthly, and yearly basis	
10.16	Request and approve of purchase orders from Finance	
10.16	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 in
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	Computing skills, Planning and coordinating skills Report writing skills
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 required of this position	Listening, writing, reading, oral communication 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  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 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. R. [unclear] Sign [unclear] Date 2/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision) Name LAURENTE REP Sign [unclear] Date 27/06/2014 SECRETARY OPSC	

