
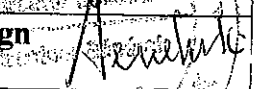
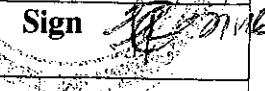


Public Service Commission Job Description Form

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 liaison 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  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 i. Ranta Sign  Date 14/ 7 /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 R-P

Sign

[Handwritten signature]

Date

5/07/2014

