
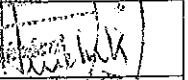
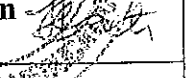


## Public Service Commission Job Description Form

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>Payroll Officer</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>3017</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by the Director General.....I As 3.0</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 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	
<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>	Payroll for MoE employees completed	<b>9.1</b>	80% of employees' payroll completed
<b>8.2</b>	VNPF Processed	<b>9.2</b>	80% of employees' VNPF completed
<b>8.3</b>	Allowances, entitlement and severance pay	<b>9.3</b>	60% of all employees allowances, entitlement and severance completed
<b>8.4</b>	Employees payroll Issues and Bank application	<b>9.4</b>	60% of payroll issues reduced
<b>8.5</b>	Increment processed and recorded	<b>9.5</b>	All employees' increment processed and recorded every December
<b>8.6</b>	MoE payroll system is audited and reviewed	<b>9.6</b>	Payroll system is audited and maintained
<b>8.7</b>	Budget heads and Journals for transfer teachers	<b>9.7</b>	90% of budget distribution and Journals completed
<b>8.9</b>	Payroll records filed and reported	<b>9.9</b>	90% of Payroll records filed and report
<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>	Preparing payroll for all MoE employees including daily rated, contracted staff, relief teachers and temporary staff. <b>(Finance Officer in the Teaching Service Commission is also doing this. Why are 2 people doing this same job?)</b>		
<b>10.2</b>	Dealing with all payroll matters in relation with VNPF		
<b>10.3</b>	Dealing with all changes and make any changes necessary for all payroll staff including teachers		
<b>10.4</b>	Maintaining increment records for all staff including teachers		
<b>10.5</b>	Conciliating annual budget with new appointment through ferret report		
<b>10.6</b>	Maintaining and updating the whole databases established in the Personnel/Payroll section		
<b>10.7</b>	Assisting with the reconciliation of finance payroll with the Department postings and Office Staff (Journals)		
<b>10.8</b>	To deal with all secondary and primary schools housing rents		
<b>10.9</b>	Assist with Bank applications on behalf of office staff and teachers		
<b>10.10</b>	Conducting comprehensive audit and payroll review in liaison with the PSO and MFE		
<b>10.11</b>	Carry out other duties directed by Director General		

<b>11</b>	<b>Reports directly to</b> Title of Post and Level only SEO and PEO Audit	<b>12</b>	<b>Directly supervises</b> Title of Posts and level if any None
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry) MoE Internal Auditors, MoE Finance Staff and VEMIS	<b>14</b>	<b>Occasional Internal Personal Contacts with...</b> Secondary School Bursars, Principals and Headmaster.
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community) School Council of Secondary and Primary Schools, Provincial Education Offices, Church Education Offices and TSC	<b>16</b>	<b>Occasional External Personal Contacts with...</b> 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 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.	
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Occasional travel to Schools.	
<b>19</b>	<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.	
<b>20</b>	<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.)		
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Diploma Degree	
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Business Studies, Accounting or Financing.	
<b>20.3</b>	<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.  Must be familiar with the Government payroll system/ procedures.	
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Auditing skills, Accounting skills, Computer skills, Writing skills (letter and report)	
<b>20.5</b>	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker....	Practical thinker	
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Interpersonal communication skills	
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, reliable, honest and punctual.	
<b>20.8</b>	<b>Language</b> "English, French and Bislama" is usual.	English or French and Bislama	
<b>21</b>			
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	<b>Name</b> John J. Gardoleo <b>Sign</b> 	
		<b>Date</b> 02/06/2014	
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	<b>Name</b> Jesse Dick Joe <b>Sign</b> 	
		<b>Date</b> 02/06/2014	
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<b>Name</b> L. Rantes <b>Sign</b> 	
		<b>Date</b> 24/6/2014	
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>		

Decision: Approved or Deferred or Amended

Date of Decision: .....

(Circle the appropriate Decision)

Name

**LAURENT REP  
SECRETARY**

Sign

Date 27/06/2014

**OPSC**