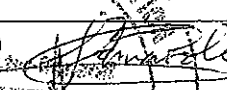

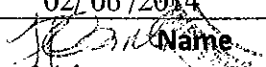



## Public Service Commission Job Description Form

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>Executive Secretary</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>3020</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General... J Cs 2.6</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Teaching Service Commission</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Vila</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 assist the Secretary TSC in providing routine administrative and clerical 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>	Provide and efficient, professional daily secretarial and administrative service to the Secretariat, Secretary General of TSC and Chairman	<b>9.1</b>	TSC administrative duties are carried out effectively and efficiently Chairman and Secretary Director General's schedule and work load is well managed and balanced
<b>8.2</b>	Manage all internal and external correspondence	<b>9.2</b>	Preparation and dissemination of approved minutes Record of correspondences maintained.
<b>8.3</b>	Oversee and maintain and efficient, secure hard and e-copy filing system for sensitive documents for the TSC	<b>9.3</b>	Filing Register secure and up-to-date with readily located documents using MoE's standard or uniform filing index Manual filing system (use of arch files)
<b>8.4</b>	Assist the Chairman and Secretary General to assign work within the TSC	<b>9.4</b>	Works within Chairman and Secretary General's Office are effectively delegated
<b>8.5</b>	Maintain a sound and up-to-date understanding of the TSC budget	<b>9.5</b>	Chairman and Secretary General's Office budget is monitored Manual record of LPOs and Purchasing Order forms
<b>8.6</b>	Ensure effective and efficient (logistics) services including travel and transport arrangements to the TSC	<b>9.6</b>	Travel and transport arrangement and other logistics are managed effectively
<b>8.7</b>	Facilitating the preparation of reports	<b>9.7</b>	Report collated and delivered on time to teachers and MoE staff
<b>8.8</b>	Carrying out of administrative tasks within his/her area of competence including time management and staff attendance	<b>9.8</b>	<ul style="list-style-type: none"> <li>• Administrative tasks within his /her area of competence are carried out</li> <li>• Staff attendance and time is managed</li> <li>• Stationary list is up-dated and books are binded.</li> </ul>
<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>	To arrange appointments, meetings, conferences and travel reservations for the Secretary and		

	Chairman TSC	
<b>10.2</b>	Type confidential/official documents (letter, guidelines etc...)	
<b>10.3</b>	Manage all internal and external contacts within the Secretariat, including correspondence, telephone, personal and all related enquiries, ensuring follow-up action occurs as required.	
<b>10.4</b>	Assist the Chairman and Secretary to assign work within the TSC and to follow-up the progress of work on his/her behalf.	
<b>10.5</b>	Manage all aspects of the budget of the TSC. (this should be under the Secretary as permanent head of the officer)	
<b>10.6</b>	Maintain a sound and up-to-date understanding of the TSC overall budget in order to provide advice and assistance to the Chairman and Secretary and teachers including managing Petty cash flow, LPO and retiring of impress.	
<b>10.7</b>	Responsible for taking and distributing of meeting minutes	
<b>10.8</b>	Ensure that all files and other records are up-to-date and in good order.	
<b>10.9</b>	Oversee and maintain an efficient, secure hard and e-copy filing system for sensitive documents for the TSC and maintain and file all correspondence including records of all in-wards and out-wards correspondences	
<b>10.10</b>	Assisting with the production, copying and distribution of agenda and meeting papers for the TSC	
<b>10.11</b>	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements	
<b>10.12</b>	Provide operation and control responsibility through a registry list of office equipment and maintain an adequate inventory of office supplies for the TSC.	
<b>10.13</b>	Carrying out of administrative tasks within his/her area of competence including facilitating the preparation of reports	
<b>10.14</b>	Carry out other administrative tasks within his/her area of competence as required by the Secretary	
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b> <b>Directly supervises</b> Title of Posts and level if any
	Secretary	None
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b> <b>Occasional Internal Personal Contacts with...</b>
	All TSC Staff	Other MOE Staff
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b> <b>Occasional External Personal Contacts with...</b>
	MoE	Other Government Ministries and Department
<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.	Effective and Efficient administration of office and information flow
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Able to work overtime if required Able to travel out of place of work if required
<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)	Proper alignment of duties and responsibilities
<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.)	
20.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree... Certificate in Management
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable Computer Literate, good understanding of English and knowledge of French or vice versa.
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 Years experience in Office management
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc Sound experience in Microsoft word, excel, access Good Communication and human relation skill
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker..... Practical Thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position Interpersonal skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position. Open and trustworthy
20.8	<b>Language</b> "English, French and Bislama" is usual. Competent in at least two (2) official languages
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>
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). Sign  Name L. Raudes Date 21/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision) <b>LAURENT REP</b> Name <u>LAURENT REP</u> Sign  Date 29/06/2014 <b>SECRETARY</b> <b>OPSC</b>