

**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	Assistant Data Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3025	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General... J CS 2.6 PSC DECISION	
4	Ministry	Education	
5	Department	Teaching Service Commission	
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.	To ensure the efficient data collection, entry, archiving of files, distribution of all related correspondence. To assist the Senior Data Officer to maintain all HRM and other teacher records.	
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	Liaise and collect data for individual teachers for Government, Government Assisted and private schools	9.1	Individual teachers data is collected
8.2	Maintain and up-date the entry of the individual teachers data	9.2	Up –date entry data is produced
8.3	Maintain all individual teachers archive both electronic and manual	9.3	50% of individual teachers files are archived both electronically and manually
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. dellver, record, type, maintain.		
10.1	Assist Senior Data Officer to liaise with individual teachers to collect data		
10.2	Assist, maintain and up-date all entries of the individual teachers data		
10.3	Maintain all individual teachers archive both electronic and manual		
10.4	Data – entry of application and other data into Human Resources Management Information System.		
10.5	Provide information to current and potential teachers		
10.6	Arrange refreshments for Teaching Service Commission Board meetings		

10.7	Carry out other duties as directed by the Secretary of the Teaching Service Commission	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Senior Data Officer	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Teachers	Ministry of Education
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Provincial Education Officers, schools	Education Authorities
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.	Providing a good and reliable data system for the Teaching Service Commission.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	None
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)	Regrading to upgrade TSC data record keeping, including the update and computerization of teachers files
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...	Must be Year 12 with training or higher level of education
20.2	Special Business Education refers to the field of study that would be preferable	Preferably with Certificate in computing and statistic.
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	12 months experience or more in data entry and records systems. Able to operate computers.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	A good understanding of data management and filing systems. Strength with the operation of data bases would be an advantage.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	A practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Must be able to interact with other people.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honest, hardworking and team work.
20.8	Language "English , French and Bislama" is usual.	English/French or Bislama
20.9		

21	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>J. Garoleo</i> Date 02/06/2014
21.1	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>Jesse Dick Joe</i> Date 02/06/2014
21.2	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name <i>L. Rep</i> Sign <i>L. Rep</i> Date 24/06/2014
21.3	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision) LAURENT REP Name SECRETARY Sign <i>L. Rep</i> Date 27/06/2014 OPSC	

