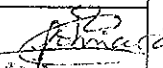
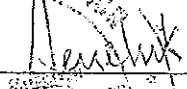
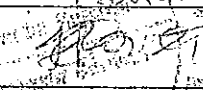



Public Service Commission Job Description Form

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	Executive Secretary	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3101	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General . . . J C s 2.6 PSC DECISION	
4	Ministry	Education	
5	Department	Policy and Planning Services	
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 ensure that the Division of Policy and Planning (DPP) functions efficiently and effectively by providing prompt professional administrative support to alleviate the workload and better serve delivery of the Director and Policy & Planning staff and DPP operation.	
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	Management of diary, appointment and meeting schedule for the Director and Division of Policy and Planning (DPP)	9.1	<ol style="list-style-type: none"> 1) Records of correspondences is maintained (Yes/No) 2) Photocopies and Binding are completed on time (Yes/No) 3) Conference room, refreshment and lunch rearranged 4) Invitations are sent on time (Yes/No)
8.2	Efficient administration of professional daily secretarial service to the Director and DPP staff	9.2	Divisional administrative duties are carried out effectively and efficiently Director General's schedule and work load is well balanced, managed and delegated as directed
8.3	Effective management of all internal and external correspondence	9.3	Preparation and dissemination of approved minutes Record of correspondences maintained.
8.4	Overseeing maintenance of efficient, secure hard and e-copy filing system for sensitive documents for the DPP	9.4	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)
8.5	Effective maintenance of sound and up-to-date understanding of the DPP budget	9.5	Director General's Office budget is monitored Manual record of LPOs and Purchasing Order forms
8.6	Effective and efficient (logistics) services including travel and transport arrangements to the DPP	9.6	Travel and transport arrangement and other logistics are managed effectively
8.7	Administration of tasks within his/her area of competence including time management and staff attendance	9.7	<ul style="list-style-type: none"> • Administrative tasks within his /her area of competence are carried out • Staff attendance and time is managed

			<ul style="list-style-type: none"> Stationary list is up-dated and books are binded. Report collated and delivered on time to stakeholders
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	Managing diary, appointment and meeting schedule and arrangements for the Director for Policy and planning in accordance with his/her work priorities		
10.2	Develop annual and assist in the planning and preparation of meetings, conferences and conference telephone calls		
10.3	Type confidential/official documents (letter, guidelines etc...)		
10.4	Provide an efficient, professional daily secretarial and administrative service to the Division of Policy and Planning		
10.5	Manage all internal and external contacts with the Division of Policy and Planning, including correspondence, telephone, personal and all related enquiries, ensuring follow-up action occurs as required.		
10.6	Assist the Director to assign work within the Division of Policy and Planning and to follow-up the progress of work on his/her behalf.		
10.7	Manage all aspects of the budget of the Division of Policy and Planning.		
10.8	Maintain a sound and up-to-date understanding of the Division overall budget in order to provide advice and assistance to the Director including managing Petty cash flow, LPO and retiring of impress.		
10.9	Ensure that all services including travel and transport arrangements to the Division are delivered efficiently and effectively.		
10.10	Arrange Divisional meetings and functions and take minutes of meetings as required.		
10.11	Ensure that all files and other records are up-to-date and in good order.		
10.12	Oversee and maintain an efficient, secure hard and e-copy filing system for sensitive documents for the Division of Policy and Planning Maintain and file all correspondence		
10.13	Provide secretarial training and e-copy archiving to Divisional staff		
10.14	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements		
10.15	Provide operation and control responsibility through a registry list of office equipment and maintain an adequate inventory of office supplies for the Division of Policy and Planning.		
10.16	Carrying out of administrative tasks within his/her area of competence including facilitating the preparation of reports		
10.17	Carry out other duties as directed by the Director and Director General.		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Director, Policy and Planning Services.		None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Director, Policy and Planning Services, Other secretaries in the Ministry of Education Staffs of the Policy and Planning Unit		Directors, other MoE officers.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Other Government Departments and Ministries and the private sector.		Provincial Education Boards, Education Authorities and schools.

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.	Appropriate processes were initiated to ensure better secretarial, clerical and administrative services is provided in an effective and efficient manner to the Policy and Planning Unit.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Lots of overtime on occasion.
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)	Job description has been revised and approved
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...	Certificate
20.2	Special Business Education refers to the field of study that would be preferable	Business studies (secretarial 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 – 5 years experience in office administration.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Administration skills Reporting skills Computer literate
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	Listening, writing, reading, oral communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honest and hard working. Good team member and punctual.
20.8	Language "English, French and Bislama" is usual.	Fluent in Bislama, French and English.
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
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. Rainier Sign  Date 24/ 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 <u>LAURENT REP</u> Sign  SECRETARY OPSC Date 27/ 6 /2014	