

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	Director Finance and Administration	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3200	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General ... EL1 7.3	
4	Ministry	Education	
5	Department	Administration and Finance 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 monitor and supervise a range of financial and administrative services including planning, financial management, budgeting, management information system, policy development, procurement and distribution, facilities and assets, and IT networks, so as to support and enable the efficient administration and performance of the education system consistent with plans, policy directives and budget limits.	
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	Financial, ICT and Asset management policies within the Ministry are developed	9.1	<ul style="list-style-type: none"> • Financial management policy is developed by end of 2014 • Cyber safety policy is developed and completed by end of 2014 • Education ICT policy completed by end of 2014 • Administrative procedures completed by end of 2014 • Procurement policy completed by end of 2014 • Asset management policy completed by 2014
8.2	Directorate strategic, annual, WP&DP plans developed	9.2	<ul style="list-style-type: none"> • All strategic for each policy implementation completed by 2014 • Annual Completed and compiled by December each year • Work performance and development plan completed by June and December each year
8.3	Well budgeted MoE activities	9.3	MoE Budget completed and submitted to MFEM by May each Year
8.4	Decentralization of financial and	9.4	Quarterly report on Decentralization of

	administrative function		financial
8.5	Effective management of financial resources	9.5	90% of financial resources is managed according to MoE Budget outputs
8.6	Effective development of management procedures	9.6	Administrative procedures, procurement, distribution and asset management system established
8.7	Administrative services reflect financial needs and resources limitation	9.7	Efficiency services are delivered
8.8	Staff development and management	9.8	Staff are monitored and assessed on their performance on 6 monthly basis
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	<u>Policy Development</u> Supervise all policy development under the Finance and Administration Directorate		
	<u>Planning</u> Supervise all planning development under the Finance and Administration Directorate		
	<u>Budget Development</u> Supervise and coordinate the MoE Annual Budget and submit to the Ministry of Fiance Economic and Management		
	<u>Decentralization of the Education Administration</u> Provide leadership and support to increased decentralization, delegations and accountabilities to Provincial Education Authorities and education institutions. Manage all duties to achieve the MoE's targets for increased decentralization.		
10.2	<u>Financial Management</u> Provide leadership to financial planning and reporting to align resources with approved planning and policy priorities and to make best use of resources. Utilise transparent, equitable budget allocation models for funding schools and key education agencies. Ensure effective corporate budget management and control by organising the preparation of annual and medium term budget estimates and expenditure frameworks and by providing expenditure monitoring and control services. Manage the process for sector budget support modalities with donor funding. Provide for proper and efficient accounting of corporate activities and education operations by establishing and maintaining appropriate accounting systems, control and reporting processes and advising or their management applications. This includes special measures to support and control financial delegations to PEOs, EAs and education institutions, and to ensure that school fees, charges and income are properly managed as public funds. Support effective corporate human resource management by efficiently managing the payroll system and by developing and maintaining accurate personnel records. Work cooperatively with the Audit Unit in the Office of the Director General.		
10.3	<u>Procurement, Distribution and Communications Systems.</u> Oversee the provision of value-for-money, transparent procurement systems at national, provincial and school levels. Contribute to whole of Government measures to improve communications, transport and distribution systems and implement strategies to improve these services at schools.		

	Ensure timely distribution of mail, books, stationery and other materials to provinces. Oversee and support timely distribution systems from provinces to schools. Contribute to improved communication and partnerships between DoE and stakeholders.	
10.4	Support Services Oversee the provision of driving, reception, cleaning and other administrative support services as required.	
10.5	Services Efficiency Ensure that administrative services reflect corporate needs and resources limits by regularly reviewing systems, services performance and costs in consultation with corporate management.	
10.6	Staff Management Provide for continuity and performance by ensuring that appropriate skilled staffs are in place and develop for future roles and by providing positive leadership, guidance and motivation. Be a role model in the effective communication and regular staff meetings, financial management, lifelong learning and performance management and support for staff in the directorate.	
10.7	Legal Services Seek legal advice as required to ensure that the MoE acts with an informed approach to legal requirements and powers.	
10.8	Executive team As a key member of the Ministry's executive team, perform all functions and participate in all activities as required by the Director General, including assignments as acting Director General.	
10.9	Report Provide monthly, quarterly and monthly report to the Director general and carry out other duties as delegated by the Director general	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Director General of Education	Finance unit, Administration and Property management unit, and IT unit.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director General, Director of Education Services, Provincial Education Officers, Minister, political advisors, consulting advisors.	Managers of cost centres. Principals and Executive Officers of national institutes and centres. School principals and Head Teachers.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Ministry of Finance, DESP, DSM, PWD, donors, suppliers of goods and services, auditors, NGOs and civil society.	Other Government Ministries and Departments, State Law Office.
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.	Major long term impact on the broad strategic directions, and the administrative efficiency, resource management, cost effectiveness, budget control, general compliance, accountability and transparency of the Education system.
18	Special Conditions e.g. If unusual work hours, equipment or travel is required.	As a member of the Executive team, inter-island and international travel may be

		occasionally required. Occasional intensive workloads may occur, necessitating some unusual work hours. Intensive and challenging political and corporate management demands.
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)	Restructure of the Ministry of Education, new duties and responsibilities.
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...	Master's Degree or Bachelor's Degree with a minimum of 10 years' experience in administration.
20.2	Special Business Education refers to the field of study that would be preferable	Business Administration, Management or equivalent or higher
20.3	Experience e.g. number of years or level of experience in filling/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	Minimum of five (5-10) years' experience in senior management and administration. Experience in Financial Management. Demonstrated ability to provide leadership and control in a changing environment. Ability to establish effective communication and distribution systems.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> • High level leadership and management skills. • Strong financial and/ or auditing skills. • Strong computer skills. • Policy analysis skills • Good planning and report writing skills. • Research skills • Coordination skills • Networking skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	
20.6	Communication/ Interpersonal Skills list the skills required of this position	Excellent communication, problem-solving and interpersonal skills.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Punctual and hardworking and ability to work under pressure
20.8	Language "English , French and Bislama" is usual.	English or French and Bislama.
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garleo Sign

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

