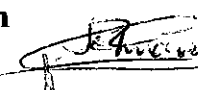
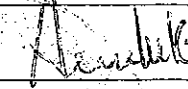

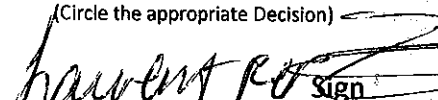
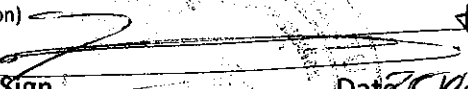


## Public Service Commission Job Description Form

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>SEO SCHOOLS FINANCE 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>3209</b>		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General . . . G So 5.0</b>		
<b>4</b>	<b>Ministry</b>	<b>Education</b>		
<b>5</b>	<b>Department</b>	<b>Finance and Administration Directorate</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.	<b>To assist in providing effective and efficient management accounting and financial services within the Ministry.</b>		
<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>	<ul style="list-style-type: none"> <li>- Administer financing and management accounting functions</li> <li>- Compliance with PFEM Act and Financial Regulations</li> </ul>	<b>9.1</b>	Provide quarterly reports on <ul style="list-style-type: none"> <li>• All schools financial returns</li> <li>• All schools mentoring and monitoring program</li> <li>• All schools financial and management accounting trainings</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>	Performing the financial and management accounting functions within the Ministry.			
<b>10.2</b>	Communicate and compliance with MOE, PSC and MFEM legislations.			
<b>10.3</b>	Coordinate the payment of school grants to eligible schools.			
<b>10.4</b>	Monitor and mentor heads of schools (HOS) and school finance officers (SFO) in maintaining their cashbook, preparing the school budget and school improvement plan, and providing accurate reports to the Ministry.			
<b>10.5</b>	Develop and review schools training manuals on financial and management accounting.			
<b>10.6</b>	Coordinate trainings organized by the Provincial Finance Officers for all HOS and SFO on financial and management accounting.			
<b>10.7</b>	Assist to develop a financial and management accounting software to be used by all schools.			
<b>10.8</b>	Prepare regular analysis on schools financial reports by schools, by provinces and consolidating all into one country report.			
<b>10.9</b>	Follow up with Audit Unit to ensure that audit recommendations for individual schools are considered by management and implemented.			
<b>10.10</b>	Ensure that all financial transactions at school level complies with the PFEM Act, Financial Regulations, and with funding agreements with donor partners.			
<b>10.11</b>	Assist the Budget Accountant to coordinate the development of annual budgets by liaising with			

	managers, management and donor partners.	
10.12	Assist the Budget Accountant to monitor and mentor the provincial education officers in maintaining their cashbook and providing accurate reports to the Ministry.	
10.13	Observe the channel of communication for effective working relationships in undertaking the commitments for the Ministry.	
10.14	Attending regular meetings of the Finance Unit and any other relevant meetings that is deemed to have an impact on the financing of the Ministry.	
10.15	Performing other duties as directed by the Finance Manager.	
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	Finance Manager	None
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	Internal Audit Unit, Provincial Finance Officers, Heads of Schools, School Finance Officers	Provincial Education Officers, Other MOE Staff
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	Department of Finance and Treasury: Treasury.	Department of Finance & Treasury: Finance, Audit Unit; Donor Partners; Local School Communities;
17	<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.	-A well-established effective and efficient management accounting and financing service - Prevent risk of fraudulent activities - Ensures compliance with legal and financial requirements - Promotes transparency and accountability within the system - Improvement of financial and management accounting at the provincial and school level.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Irregular, unplanned, intensive workload variations due to demands of the Ministry will be considered
19	<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)	New Position within the Finance Unit
20	<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 or Diploma
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Accounting or related field of study
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	At least 2 years' experience in Public or Private Sector in accounting or financial management area Some knowledge in Government payroll

		procedures/systems
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/excel etc	<ul style="list-style-type: none"> <li>- High level of financial and management accounting skills</li> <li>- Demonstrated ability to write reports</li> <li>- Ability to understand legislative requirements and to implement effective processes to conform with those requirements</li> <li>- Ability to train officers in financial and management accounting</li> <li>- Quantitative Skills</li> <li>- Knowledge of MS Word &amp; MS Excel</li> <li>- Knowledge and use of Smartstream or an accounting software will be an advantage</li> </ul>
<b>20.5</b>	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	- Analytical and practical thinker
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	<ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- Negotiation skills</li> <li>- Professional customer relationship skills</li> </ul>
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, Reliable, Hardworking, Honest
<b>20.8</b>	<b>Language</b> "English, French and Bislama" is usual.	Bislama and English or French
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
<b>21.1</b>	<b>Prepared in the Ministry by Director Administration &amp; Finance</b>	Name John J. Garoleo Sign  Date 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.	Name Jesse Dick Joe Sign  Date 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).	Name i. Rantes Sign  Date 16/7/2014
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision)  Name  Sign  Date 15/07/2014	

## 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>Principal Administration and Assets Management 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>3210</b>		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General... F Ps 5.6</b>		
<b>4</b>	<b>Ministry</b>	<b>Education</b>		
<b>5</b>	<b>Department</b>	<b>Finance &amp; Administration Services</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 plan and develop asset and property policy as well as develop administrative procedures and supervise and manage subordinates staff to carry out their responsibilities efficiently and effectively.		
<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>	Development of administrative procedures	<b>9.1</b>	Department administrative procedures are established	
<b>8.2</b>	Development of Assets and Property Management Policy framework	<b>9.2</b>	Assets and property management policy developed and implemented by mid-2015	
<b>8.3</b>	Development of Assets registry and management procedure including land	<b>9.3</b>	Asset and land registration procedures developed and implemented by end 2015	
<b>8.4</b>	Supervision and coordination of Administration and Property Management strategic Plan, annual work plan and work performance and development plan	<b>9.4</b>	<ul style="list-style-type: none"> <li>• Strategic plan for asset and property management completed for 2015-2018</li> <li>• Annual and development plan completed and implemented by 2014</li> <li>• WP&amp;DP completed and compiled by December each year</li> </ul>	
<b>8.5</b>	Effective budgeting and control of administration and property funds including asset, land and facilities	<b>9.5</b>	Budget completed by March 2014	
<b>8.6</b>	Administration of administrative functions and reports	<b>9.6</b>	Provide quarterly report on <ul style="list-style-type: none"> <li>• Procurement activities</li> <li>• Archiving documentations</li> <li>• Supervision of support staff of the Department of Education</li> </ul>	
<b>8.7</b>	Well managed facility recurrent and project fund	<b>9.7</b>	Recurrent and project funds managed	
<b>8.8</b>	Staff appraisals are conducted	<b>9.8</b>	Staff Appraisal submitted to HR	
<b>8.9</b>	Trainings needs are identified and conducted	<b>9.9</b>	No. of ArchiCAD trainings conducted No. of quantity survey training conducted	
<b>10</b>	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main			