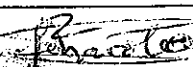
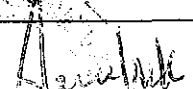
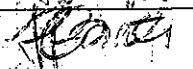


Public Service Commission Job Description Form

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	Principal Administration and Assets Management Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3210	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General... F Ps 5.6	
4	Ministry	Education	
5	Department	Finance & Administration 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 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.	
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	Development of administrative procedures	9.1	Department administrative procedures are established
8.2	Development of Assets and Property Management Policy framework	9.2	Assets and property management policy developed and implemented by mid-2015
8.3	Development of Assets registry and management procedure including land	9.3	Asset and land registration procedures developed and implemented by end 2015
8.4	Supervision and coordination of Administration and Property Management strategic Plan, annual work plan and work performance and development plan	9.4	<ul style="list-style-type: none"> • Strategic plan for asset and property management completed for 2015-2018 • Annual and development plan completed and implemented by 2014 • WP&DP completed and compiled by December each year
8.5	Effective budgeting and control of administration and property funds including asset, land and facilities	9.5	Budget completed by March 2014
8.6	Administration of administrative functions and reports	9.6	Provide quarterly report on <ul style="list-style-type: none"> • Procurement activities • Archiving documentations • Supervision of support staff of the Department of Education
8.7	Well managed facility recurrent and project fund	9.7	Recurrent and project funds managed
8.8	Staff appraisals are conducted	9.8	Staff Appraisal submitted to HR
8.9	Trainings needs are identified and conducted	9.9	No. of ArchiCAD trainings conducted No. of quantity survey training conducted
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	Administering and managing daily activities at the Central Office.	
10.2	Collect all acts and amendments Incorporate in to policies of the Ministry of Education.	
10.3	Coordinate and manage arrangements for timely procurement of all educational assets and properties for the ministry, departments, provincial education offices, schools and other educational establishments throughout Vanuatu	
10.4	Coordinating and managing the support staffs performance to identify training needs.	
10.5	Continuing managing and reviewing the distribution and procurement policy and make necessary changes where necessary.	
10.6	Coordinate and managing the distribution and managing of procure goods and services to schools and provincial offices throughout Vanuatu.	
10.7	Compile monthly management report for administration unit	
10.8	Setting up and managing the operating systems and procedures for procurement of educational assets and properties.	
10.9	Manage the procure services, receive, store and check utilization of office supplies, materials and equipment.	
10.10	Coordinate and manage the assets registry function of the Ministry of Education.	
10.11	Coordinate and evaluate impact of procurement activities against MoE, school and provincial office buget schedule.	
10.12	Coordinate, distribution and managing of procure goods and services to schools throughout Vanuatu.	
10.13	Managing the review and make available training manuals and materials on the procurement system as and when appropriate.	
10.14	Recurrent funds regarding the facilities and projects is adequately manage and control	
10.15	Supervise and appraise staff performance regularly and submit appraisal report to HR	
10.16	Identify skills gaps and ensure trainings needs are conducted	
10.17	Carry out other duties as directed by the Director General	
12	Reports directly to Title of Post and Level only	13 Directly supervises Title of Posts and level if any
	Director, Finance & Administration	Archive & Library Officer, Driver, Receptionist, Asset & executive Officer, Cleaner, Administration Unit staff, Architects, Engineer and Property and Asset management Unit staff
14	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	15 Occasional Internal Personal Contacts with...
	Directors, Provincial Education Officers, School Principals, Teachers, Administrators.	
16	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	17 Occasional External Personal Contacts with...
	Training consultancies and technical advisers, Public Service Commission.	Department of Infrastructure and Public Utility, PMO, MEFM
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	These positions require knowledge of a wide range of qualitative and/or quantitative methods for the development

	funds the amount should also be stated.	and management of major administrative programs,
18	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.	Progressive availability of appropriately skilled staff for all levels within the teaching service and the administration, efficient use of training resources.
19	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Variable working hours and some travel.
20	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)	
21	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.)	
21.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	degree
21.2	Special Business Education refers to the field of study that would be preferable	Public policy management, Business administration, or any relevant Field of studies
21.3	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	Minimum of three (3) years experience in a professional training and development environment ideally related to a large scale education system and planning.
21.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Public relation and communication skills and computer skills
21.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....	Analytical and practical thinker
21.6	Communication/ Interpersonal Skills list the skills required of this position	Listening, writing, reading, oral communication skills
21.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Professional, committed, punctual, diligent, integrity.
21.8	Language "English , French and Bislama" is usual.	English, French and Bislama
21.9		
22.0		
22.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign  Date 02/ 06 /2014
22.2	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
22.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Santos Sign  Date 9/7/2014
22.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended Date of Decision:	

(Circle the appropriate Decision)

Name

Lawrence Park

Sign

Date

25/11/2014

