
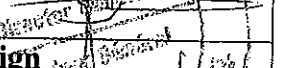
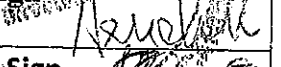
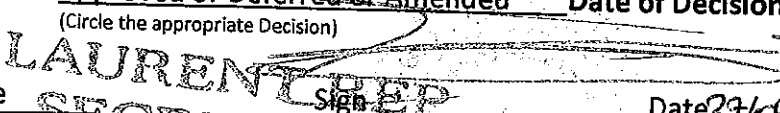


## Public Service Commission Job Description Form

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 help completing this form.

<b>1</b>	<b>Job title</b>	<b>Archive and Library 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>3211</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by Director General ... I As 3.0</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Administration and Finance 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.	<b>To manage the MoE archive and library.</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>	Support to-day operation of the library and provision of reference, information and services to the MoE staffs.	<b>9.1</b>	Nice and quite environment. Equipped the library with relevant resources to the Ministry's Needs.
<b>8.2</b>	Administer library systems which ensure library resources are maintained and processed so they are accessible to MoE staffs and the provincial education staffs at all times.	<b>9.2</b>	Provide proper shelving in the library with stickers on the shelves for guidance. Develop a catalogue with the names of books and important documents the Ministry has received.
<b>8.3</b>	Conduct library skills training, demonstrates the use of the resources and assist MoE staffs to select right resource to meet their needs.	<b>9.3</b>	Empower and support the Ministry's staffs on how to make good use of the relevant resources in the library
<b>8.4</b>	Assist in the preparation and monitoring of the library and makes recommendations for new library resources.	<b>9.4</b>	Regulars visit on the websites to query for relevant books or resources that the Ministry would need to purchase in order to maintain the well up and running of the library.
<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>	Establishing and operating appropriate archive management routines and procedures.		
<b>10.2</b>	Sorting and filing documents as required.		
<b>10.3</b>	Setting up and operating an appropriate computerised filing system for the archive.		
<b>10.4</b>	Maintaining records of all inward and outward files of the archive.		
<b>10.5</b>	Store appropriately the VEMIS survey forms from all schools.		
<b>10.6</b>	To carry out administrative tasks as required in the Education Policy and Planning Unit.		
<b>10.7</b>	Other Duties as directed by the Director General.		
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b>	<b>Directly supervises</b> Title of Posts and level if any
	PEO Administration		None

13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14	<b>Occasional Internal Personal Contacts with...</b>
	Director, Administration & Finance Services, other officers within the Division.		Other MoE officers.
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16	<b>Occasional External Personal Contacts with...</b>
	Other Government Departments and Ministries and the private sector.		Provincial Education Boards, Education Authorities and schools.
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.		The MoE archive is managed smoothly and efficiently, with files, papers and documents accessible and up to date.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		Some overtime on occasion.
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 post.
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...		Senior Secondary School Certificate, a Certificate
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable		Computing and Library Management or equivalent.
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		2 – 5 years experience in library and office administration.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc		Good communication, filing and computer skills.
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....		Analytical and practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position		Listening, writing, reading, oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.		Honest and hard working. Good team member.
20.8	<b>Language</b> "English , French and Bislama" is usual.		Bislama, English and French.
20.9			
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>		
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garolbo	Sign 
		Date 02/ 06 /2014	
21.2	<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	
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Ranta	Sign 
		Date 24/ 6 /2014	
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>		
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: .....		
	(Circle the appropriate Decision)		
			
	Name	LAURENT REP	Date 24/06/2014
	SECRETARY OPSC		