
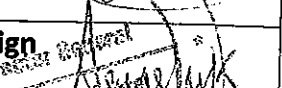
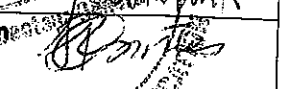
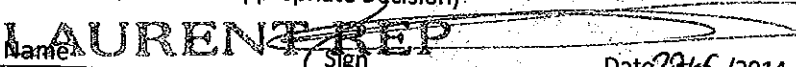


**Public Service Commission
Job Description Form**

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	Senior Administration Officer
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3212
3	Level Suggested by Ministry and determined by PSC	Level suggested or by Director General. . . I As 3.0
4	Ministry	Education
5	Department	Education
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.	are responsible for providing comprehensive administrative services, including budget and financial management
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, coordination and implementation of administrative and management procedures and policies, goals, objectives, or criteria for management processes.	9.1 Administrative procedures/ administrative processes are developed, coordinated, implemented and up-dated
8.2	Development of business plan and work performance & development plans,	9.2 <ul style="list-style-type: none"> • Annual plans completed by December each year • Work performance & development plan completed by December each year
8.3	Working closely with top management on planning organizational administrative needs	9.3 Administrative needs of the MoE are identified and addressed
8.4	Administration and management of quality services, safety, and work space	9.4 Administrative services, safety and work space are addressed appropriately
8.5	Effective budgeting of administrative activities	9.5 Budget is completed by May each year
8.6	Supervising resources materials and their distribution	9.6 Library resources and materials are carefully stored and distributed via well arranged transporting
8.7	Management of staff and performance	9.7 Staff are monitored are appraised and monitored on their performance
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	Coordinates daily activities for the MoE. Determines which information requires immediate attention of the executive, and delegates or refers other matters to various staff and departments. Attends meetings in the executive's absence.	
10.2	Advises other department heads and executes administrative policies at the direction of the executive	
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 to PEO	
10.8	Manage the procure services, receive, store and check utilization of office supplies, materials and equipment.	
10.9	Coordinate and manage the assets registry function of the Ministry of Education.	
10.10	Coordinate, distribution and managing of procure goods and services to schools throughout Vanuatu.	
10.11	Supervise and appraise staff performance regularly and submit appraisal report to HR	
10.12	Carry out other duties as directed by the Director General	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
13	Frequent Internal Personal Contacts with... (“Internal” means within the Ministry)	14 Occasional Internal Personal Contacts with...
15	Frequent External Personal Contacts with... (“External” means other Ministries and the community)	16 Occasional External Personal Contacts with...
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.	These positions require knowledge of a wide range of qualitative and/or quantitative methods for the development and management of major administrative programs,
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Progressive availability of appropriately skilled staff for all levels within the teaching service and the administration, efficient use if training use of training resources.
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)	Variable working hours and some travel.
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...	Diploma or Degree
20.2	Special Business Education refers to the field of study that would be preferable	Business 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	A minimum of 3 years experience
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	These positions require knowledge of a wide range of qualitative and/or quantitative methods for the development and management of major administrative programs,
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Demonstrated analytical ability
20.6	Communication/ Interpersonal Skills list the skills required of this position	Strong written and verbal communications skills

20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	
20.8	Language "English, French and Bislama" is usual.	
21		
21.1	Prepared In the Ministry by ...	Name John J. Gardego 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. Ranta 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 LAURENT REP Sign Date <u>29/6/2014</u> SECRETARY OPSC	

