


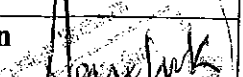
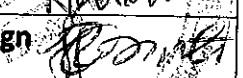
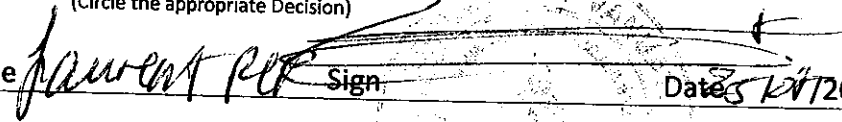
Public Service Commission Job Description Form

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	Asset Registry Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3213	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General . . . I As 3.0	
4	Ministry	Education	
5	Department	Administration & 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 manage and coordinate the registry of all educational assets and properties including lease land, physical facilities, materials, equipment and furniture etc for the ministry, departments, provincial education offices, schools and other educational establishments throughout Vanuatu.	
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	Registration of all MoE Assets	9.1	All assets are registered
8.2	Development of registration procedures and plans	9.2	Inventory of all stock Registration procedures and system completed
8.3	Training on registration systems and procedures.	9.3	Training provided to MoE staff
8.4	Maintenance and update of the assets database.	9.4	Provide quarterly report
8.5	Administration and management of Asset distribution	9.5	90% of asset properly distributed
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	Coordinate and manage the assets registry function of the Ministry of Education.		
10.2	Develop procedures and make necessary arrangements for timely registration of all procured educational assets and properties for the Ministry, departments, provincial education offices, schools and other educational establishments throughout Vanuatu.		
10.3	Develop and implement operating systems and procedures for the registration of educational assets and properties.		
10.4	Provide training to Education Officers, Provincial Education Officers, School Inspectors, Zone Advisors, Principals, Headmasters/ Headmistresses, Chairman of School Councils/ Committees on registration systems and procedures.		
10.5	Review, develop and make available training manuals and materials on the registry system as and when appropriate.		
10.6	Design registry survey instruments and forms and provide training in their use as necessary.		
10.7	Maintain and update the assets database.		
10.8	Prepare and arrange schedules for professional staff and technical advisors including itineraries, travel and other arrangements.		

10.9	Assist in the operation of data/ management information system, including distribution, collection and collation of questionnaires and survey forms.	
10.10	Prepare Divisional documentation and project proposals as required, including collation, binding, storage and distribution.	
10.11	Receipt recording and storage of technical documentation.	
10.12	Other duties as allocated by the Director General.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	PEO and SEO Procurements	None.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director Administration & Finance, PEO Finance, Provincial Education Offices.	Other officers within the Division of Administration & Finance Services.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Other Government Departments and Ministries and the private sector.	Provincial Education Boards, Education Authorities and schools.
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.	An efficient, effective and up to date assets and property registry.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Possible frequent travel.
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)	New post. Similar post in 2001 structure combined with Procurement function and located in Division of Administration and Finance. Now the emphasis is on support to decentralised Provincial Education Offices.
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..	Year 12 – 13 level of education. Certificate
20.2	Special Business Education refers to the field of study that would be preferable	Statistics and management or 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	3 – 5 years experience in the field of asset and property registry.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Data collection and registry/records management skills, computer and software skills. Good communication skills.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honesty and integrity of a high standard, able to work cooperatively with other team members.
20.8	Language "English , French and Bislama" is usual.	French, English, and Bislama.

ENDORSEMENT WITH NAME, SIGNATURE AND DATE

21			EDUCATION	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo	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. Rantes	Sign 	
		Date 02/07/2014		
21.4	<p>DECISION OF PUBLIC SERVICE COMMISSION</p> <p>Decision: <u>Approved</u> or Deferred or Amended Date of Decision:</p> <p>(Circle the appropriate Decision)</p> <p>Name <u>Lawrence P. P.</u> Sign:  Date <u>02/07/2014</u></p>			

