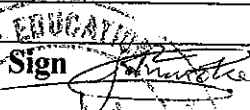
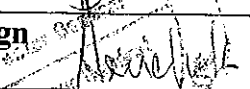
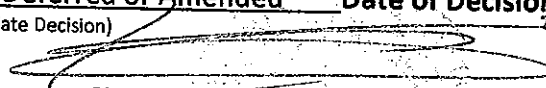


Public Service Commission Job Description Form

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	Distribution Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3214	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... J Cs2.6	
4	Ministry	Education	
5	Department	Administration and Asset Management Unit	
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 coordinate the distribution of all educational assets and properties for the Ministry, departments, all provincial 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	Development of Annual Plan and Work Performance & Development Plan for the Distribution	9.1	<ul style="list-style-type: none"> • Annual plan completed by December each year • Work performance & development plan completed December each year
8.2	Effective Budgeting of distribution activities	9.2	Budgeting of distribution activities is completed by May and April each year
8.3	Organization of storage and distribution of materials	9.3	<ul style="list-style-type: none"> • Checked orders return to the Assets & Executive Officer for invoicing • Documents /Materials are freight charged by the most appropriate means • Loading or unloaded materials are transported to their location
8.4	Effectively communication with Assert and executive officer	9.4	Provide quarterly report on <ul style="list-style-type: none"> • Inventory of all stock • Storage area cleaned and tidy • Materials are sent and received at their appropriate destination • Materials are printed as required
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	Organise systematic and secure storage of stock.		
10.2	On receipt of a properly approved order, select materials, pack, and label and prepare them for distribution.		
10.3	Return all checked orders to the Assets & Executive Officer for invoicing.		
10.4	Arrange for the freight of documents as required by the most appropriate means.		

10.5	Transport cartons by truck to locations in Efate.	
10.6	Transport cartons for other islands to wharf/airport and assist with loading where necessary.	
10.7	Unload, check, record and store materials arriving from the printers or from overseas.	
10.8	Assist with tasks in the printery as required.	
10.9	Notify the Asset & Executive Officer when stocks of any item are low.	
	Assist with the distribution of Stationary to schools	
	Responsible for the Storage area and the management of the MoE central office	
10.10	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
	Senior Education Officer, Procurement	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Assets & Executive Officer, Printers.	Other officers within the Division of Corporate 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, Airport and shipping personnel.	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 and effective distribution function of all materials of the Ministry of Education.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Frequent unplanned, intensive workload variations due to demands of the Ministry of Education.
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
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...	Certificate or Diploma
20.2	Special Business Education refers to the field of study that would be preferable	Business administration, management or related field preferred.
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 procurement and distribution work.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Procurement skills, negotiation skills, communication skills, public relation skills, product differentiation skills. High degree of integrity and honesty essential.
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.
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Date 02/ 06 /2014 Sign 
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Date 02/ 06 /2014 Sign 
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name Date / /2014 Sign
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 29/06/2014
	SECRETARY	