
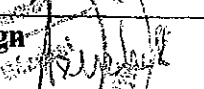



Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Service Commission if you need helping completing this form.

1	Job title	Groundsman
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3215
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General... Cs 2.2
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 maintain the cleanliness of the Ministry of Education (MoE) grounds, buildings, lawn, beautification and as well as manage the storage and distribution for the MoE Central Office
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	Maintenance of the Ministry of Education Office buildings including MoE, TSC-SBM and EAU	9.1
		Ministry of Education (MoE) compound well cleaned and maintained
8.2	Adequate supply of gardening materials and working equipment.	9.2
		Gardening materials and equipments supplied
8.3	Supervise the Cabinet Groundsman	9.3
		Supervision given to Cabinet Groundsman as required
8.4	Maintenance of electricity	9.4
		Lighting system maintained
8.5	Joinery and carpentry	9.5
		Asset fixed and repaired
8.6	Plumbing maintenance	9.6
		Water leakage fixed and pipes replaced
8.7	Distribution of stationary	9.7
		School received their stationary
8.8	Raising the flag	9.8
		Flag raised and lowered.
8.9	Storage area cleaned and managed	9.9
		Storage well-maintained and files and records are safe
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	Keeping the Ministry of Education grounds (Central Office and VNTC/TSC/SBM) clean such as mowing lawn and cleaning the premises.	
10.2	Ensuring adequate supplies of gardening and repair materials and equipment	
10.3	Managing the national flag raising on each working day.	
10.4	Managing and facilitating rubbish collection for the Central Office and VNTC/TSC/SBM	
10.5	Developing and maintain registry of material and equipment for the groundsman and repair works	
10.6	Assisting driver in cleaning and washing vehicle G509,G301,G200,G393 and G382	
10.7	Managing storage for the MoE central office	
10.8	Ensure plumbing system and pipes are properly maintained, fixed and replaced if necessary	
10.9	Ensure that the lawn is well maintained for the Department, TSC-SBM and EAU	
10.10	Responsible for the beautification of the premises within these perimeters	

10.11	Responsible and ensure that office door and main gates security are daily secure and save	
10.12	Supervise the cabinet groundsman to assist him daily	
10.13	Ensure the electricity and lighting are fixed and operated daily	
10.14	Ensure the cupboard and MoE assets are repaired and including the individual offices	
10.15	Maintain water supply and the sanitation of the MoE and repairs any damages immediately	
10.16	Responsible for the management for the MoE central office	
10.17	Performing other duties as directed by the PEO, Director or Director General.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Director, Administration & Finance Services.	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Reporting PEO, SEO, Cleaners, Driver	Other officers of the MoE.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Major suppliers of equipment and furniture, delivery.	
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.	To make the Ministry of Education comp and surroundings a nice looking working environment.
18	Special Conditions e.g. If unusual work hours, equipment or travel is required.	Work over-time, dirty and strenuous job.
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)	Existing 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 one indicator of capability to do the job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Year 10 certificate with Maintenance education
20.2	Special Business Education refers to the field of study that would be preferable	Certificate in gardening and building maintenance
20.3	Experience e.g. number of years or level of experience in filling/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	At least 3 years working experience in groundsman.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Gardening and maintenance skills require
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.	Hard working and honest
20.8	Language "English , French and Bislama" is usual.	English or French and Bislama.
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
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. Ramirez Sign  Date 24/6/2014

21.4

DECISION OF PUBLIC SERVICE COMMISSION

Decision: Approved or Deferred or Amended Date of Decision:

(Circle the appropriate Decision)

Name

LAURENT REP

Sign

Date 27/06/2014

**SECRETARY
OPSC**