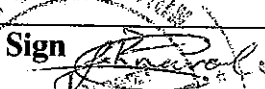
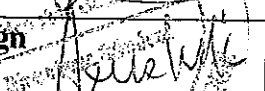
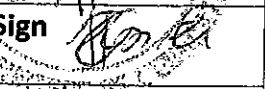


Public Service Commission Job Description Form

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	Cleaners (x2)	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3216 – 3217	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General ... Cs 2.0	
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 clean the Ministry of Education central offices including toilets conference and meeting rooms and office equipment	
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	Daily cleanliness of MoE Central Administration Offices	9.1	Office spaces are kept clean and tidy <ul style="list-style-type: none"> • Conference room • All Directors and Officers • Scholarship Office • SBM Office • TSC • Archiving, Library and IT office • Toilets
8.2	Adequate supplies of cleaning and toiletry materials and equipment	9.2	<ul style="list-style-type: none"> • Inventory maintained and updated • Adequate supplies of cleaning and toiletry materials and equipment
8.3	Beautification of office	9.2	Office is decorated with flowers and plants
8.4	Assist Secretary Typist and others when required	9.3	Assists secretary typist and other officers <ul style="list-style-type: none"> • Photocopying • Answering calls
8.5	Prepares refreshments for workshops, meetings and trainings	9.4	Refreshment provided as requested
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	Cleaning MoE offices, conference and meeting rooms and toilets for the MoE central office (including scholarship, ICT and Facilities building).		
10.2	Developing and maintaining inventory of cleaning and toiletry material and equipment and kitchen utensils to ensure adequate supplies are available		
10.3	Preparing refreshment/lunch for meetings held at the MoE Conference Room		
10.4	Laundry of hand towels, window curtains and table clothing.		
10.5	Decorating conference room prior the meetings and ceremonies		
10.6	Assisting the reception desk when required.		
10.7	Assisting in photocopying documents for MoE officers.		

10.8	To perform other duties as directed by the Directors, Director General and the Minister.	
11	Reports directly to Title of Post and Level only PEO, Administration & Asset Management	12 Directly supervises Title of Posts and level if any None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) PEO Administration	14 Occasional Internal Personal Contacts with... Officers of the Ministry of Education central office.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Suppliers of cleaning and toiletry materials and equipment.	16 Occasional External Personal Contacts with... Other cleaners of MoE arms and other line ministries
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.	A tidy, clean and good working environment.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Dirty work and overtime.
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 only one indicator of capability to do the job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Primary Education
20.2	Special Business Education refers to the field of study that would be preferable	Certificate in housekeeping provided by a technical institution.
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	2 years' experience in cleaning.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Cleaning and in-house decoration skills.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Oral Communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Punctual, hardworking and honest
20.8	Language "English, French and Bislama" is usual.	English or French and Bislama.
20.9		
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. Rantes 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

Signature

Date 27/06/2014

SECRETARY
OPSC

