
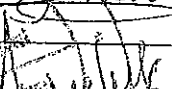
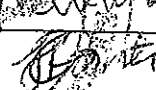




Public Service Commission Job Description Form

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 help completing this form.

1	Job title	Driver/ Messenger		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3219-3220		
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... Cs2.4		
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.	The driver is responsible for operating and maintenance of MoE operations and ensures that assigned MoE vehicles are used solely for official business and that the vehicles are well maintained.		
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	Maintaining of travelling schedule and log book of all (3) office vehicle.	9.1	Travelling schedule and log book of office vehicle maintained.	
8.2	Proper use of office vehicle.	9.2	Office vehicle used as per policy and Public Service rules and in good condition	
8.3	Maintenance of office vehicle.	9.3	Vehicles are cleaned, serviced and well maintained.	
8.4	Delivery of school stationery including other items.	9.4	Stationery and other items provided are delivered timely to appropriate location.	
8.5	Daily mails are delivered	9.5	Mails are delivered to and received from appropriate locations/ client	
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	Maintain an up to date travelling scheduled and to drive the office vehicle as programmed.			
10.2	Ensure that the office vehicle is used within the policy set out and the Public Service Staff Rules.			
10.3	Ensure that all vehicles is kept clean and in proper condition and basic maintenance, regular checking and mechanical services are carried out.			
10.4	Ensure at all time that MoE vehicle logbook is kept up to date and to report any damages and accidents to the PEO Administration.			
10.5	Driving of any VIP personnel that are attending in-country meeting with the staffs of the Ministry and department of education.			
10.6	Assist in any office maintenance works as directed by the maintenance Supervisor.			
10.7	Assist the Secretary Typist in carrying out clerical work.			
10.8	Assist in loading and unloading schools stationeries including other items into and from ships.			
10.9	Collecting and disturbing all mail and correspondence within the Ministry of education and other and government department.			
10.0	To perform other duties as directed by the Directors, Director General and the Minister.			
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) MoE officers.	14	Occasional Internal Personal Contacts with... Provincial Education Office Staff.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Teachers and communities.	16	Occasional External Personal Contacts with... None.
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.	Communication is well planned and effective.	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Prepare to work over time and on weekends.	
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...	Literate.	
20.2	Special Business Education refers to the field of study that would be preferable		
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	5 years experience in similar job.	
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Driving license. Has mechanical background on engine.	
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.	Trustworthy and careful.	
20.8	Language "English , French and Bislama" is usual.	Bislama, English or French.	
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
21.1	Prepared in the Ministry by ...	Name John J. Garolao	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. Santos	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 <u>SECRETARY</u> Sign  Date 27/06/2014		

OPSC