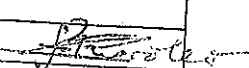


Public Service Commission Job Description Form

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	Architect	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3221-3222	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . G So 5.4	
4	Ministry	Education	
5	Department	Finance & Administration	
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 plan, develop projects proposals for Aid funding, design, manage and supervise construction on related aspects of prioritised building projects.	
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	Management of Building projects to reflect its design, cost and quality.	9.1	<ul style="list-style-type: none"> • Monthly reports collected and presented in a timely manner on progress and issue against KRA's. • Minutes of meetings and reporting on progress of projects collected and presented in a timely manner. • Planning and management Established • Projects efficiency is monitored • Clients are satisfied with project outcomes. • Project design and budget are monitored
8.2	Supervision of customer/client services delivery	9.2	Project Completion Certificates and progress in monthly and quarterly reports demonstrate customer/client performance standards and expectations are being met.
8.3	Supervision and reporting of Architectural projects administration.	9.3	Monthly and quarterly progress reports provided on all architectural projects to PEO and Directors.
8.4	Inspection and supervision of building projects in construction and construction groups on approved plans	9.4	<ul style="list-style-type: none"> • Site meetings minutes report on inspection, quality assurance and progress issue. • Site visits reports on inspection, safety, accessibility and quality assurance. Site visits reports on inspection, safety, accessibility and quality assurance.
8.5	Liaising with donors on project related issues to ensure effective response and	9.5	Donor projects progressed is reported on monthly and quarterly basis.

	delivery as per project schedules.		
8.6	Development of Architectural projects design and supervision standard policies for maintenance and facilities in schools.	9.6	Architectural projects design and supervision standard policies completed on time
8.7	Aid donors funded projects in schools	9.7	Standard project proposals submitted to DESPPAC marketing donors funding.
8.8	Provide Training	9.8	Provincial Facilities Supervisors are trained in designing, supervising and reporting construction.
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	Prepare and advise clients in the development of annual and long term plans and programs of building works or projects.		
10.2	Conduct feasibility studies leading to firm estimates as a basis for discussion with the client on the further development of various projects.		
10.3	Prepare and assist clients in the formulation of function briefs, preparing and providing first estimates, technical specifications and other data.		
10.4	Direct and coordinate the design, tender and site supervision of the building works		
10.5	Supervises the administration of contracts, administrative orders, reports and construction accounts.		
10.6	Encourages the involvement of communities in the affairs of their local schools particularly with a view to improving maintenance of buildings and grounds.		
10.7	Provide evaluation reports of projects as required.		
10.8	Develop, review and continue updating of designs, (and where appropriate construction) work plans with planned committal of activities against work plans. For example, arranging for regular assessments and reviews of progress against work plans – resources needs, time phases and budgets for various stages of projects.		
10.9	Write up functional briefs into the best possible design proposals consistent with time, cost and quality considerations so that the technical brief may proceed to documentation or be passed to a private consultant.		
10.10	Prepare and advise the PEO Facilities Unit on those projects which are to be subject to technical and economic review and the extended and timing of such reviews. Participate in reviews of projects covering such matters as follows: <ul style="list-style-type: none"> • Observance of design standards • Design approach and appropriateness of technical solutions • Observance of codes and regulations • Standard of design and drafting works. 		
10.11	Coordinate with the construction groups in the resolution of technical problems.		
10.12	Evaluate and advise the PEO Facilities Unit on designs efficiency, quality of works, observance of technical standards and provision of advice as to the need for changes or modifications.		
10.13	Coordinate with other Architects in the development and application of designs and construction standards and provision of advice as to the need for changes or modifications.		
10.14	Contributes to development of building codes, policies and legislations.		
10.15	Any other duties as reasonably requested by Supervisor.		

11	Reports directly to Title of Post and Level only PEO Administration & Asset Management Officer.	12 Directly supervises Title of Posts and level if any Senior Property & Maintenance Officer, Civil Engineer, Provincial Facilities supervisors, Builders, Senior Foremen, Communities and schools.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) Directors, Provincial Education Officers, Principals	14 Occasional Internal Personal Contacts with... Community groups, schools
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Architects, Engineering Consultants, Donor Agencies, Community bodies, Contractors, Suppliers	16 Occasional External Personal Contacts with... Community groups, 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.	Significant impact on the quality of education and on resource utilisation.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Frequent overtime and travel is likely.
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)	Revision of Job Description and Restructure
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...	University qualification or postgraduate qualification
20.2	Special Business Education refers to the field of study that would be preferable	Architecture, eligible for admission to professional body; project management highly desirable.
20.3	Experience e.g. number of years or level of experience in filing/keybord 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	Minimum of ten (10) years experience in the design, construction and supervision of school building works or other similar projects.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Project management, project costing, able to utilise design and project management software.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, practical and creative thinker and be able to make decisions at whatever condition and nature of work.
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good communication skills both verbal and written.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Professional, committed, diligent, punctual, integrity
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 <i>Jesse Dick Joe</i> Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign <i>L. Rantala</i> Name L. Rantala Date 2/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name LAURENT RANTALA SECRETARY OPSC	Date 2/6/2014

