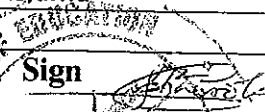
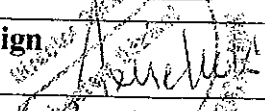
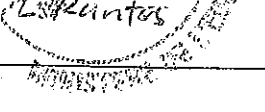
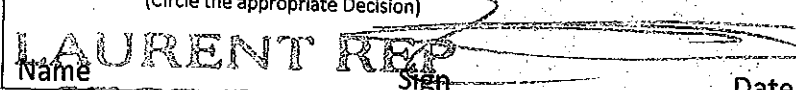


Public Service Commission Job Description Form

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	Civil Engineer
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3223
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General ... So5.4
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
8.1	Supervision of Building projects to reflect its design, cost and quality.	9.1
8.2	Supervision and reporting of Architectural projects administration.	9.2
8.3	Inspection and supervision of building projects in construction to reflect approved plans and design	9.3
8.4	Certification of building projects construction for uses	9.4
8.5	Development of standard project engineering inspection tools/ policies/Criteria	9.5
8.6	Recommending construction group or builders for contracting	9.6
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	Assist with 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	Translate 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 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	12 Directly supervises Title of Posts and level if any
	PEO Administration & Asset Management Officer	Senior Property & Maintenance Officer, building supervisors, Senior Foreman, Provincial Facilities Supervisors, Communities and schools.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Directors, Provincial Education Officers, Principals	Community groups, schools
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Architects, Engineering Consultants, Donor Agencies, Community bodies, Contractors, Suppliers	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	Civil Engineering, eligible for admission to professional body; project management highly desirable.
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	Minimum of 5 (5) 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  Date 02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name La Rantes Date 27/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision) LAURENT REP Name  Sign SECRETARY Date 27/06 /2014 OPSC	