

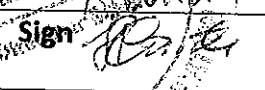
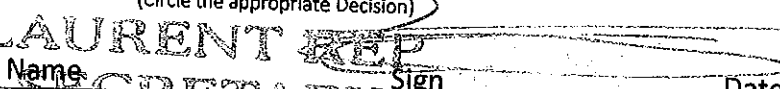


## Public Service Commission Job Description Form

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.

<b>1</b>	<b>Job title</b>	<b>SEO property and maintenance Officer</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>3224</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for the Director General... G So 5.4</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Finance &amp; Administration</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Port Vila</b>	
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	<b>Develop, plan, coordinate, implement and supervise policy implementation for education facilities</b>	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Coordination of property and maintenance project design and implementation and management plan	<b>9.1</b>	Facility maintenance procedure coordinated and implemented by 2015
<b>8.2</b>	Administration of property and maintenance management and improvement procedures	<b>9.2</b>	Project design documents developed Maintenance manual developed.
<b>8.3</b>	Development of annual and work performance and development plan.	<b>9.3</b>	<ul style="list-style-type: none"> <li>• Policy implementation plan developed</li> <li>• Annual work plan completed by December each year.</li> <li>• Work performance and development plan completed by December each year</li> </ul>
<b>8.4</b>	Well supervised Facility, activities and projects	<b>9.4</b>	Progress report of works completed
<b>8.5</b>	Facility activities are well monitored.	<b>9.5</b>	Progress reports are provided to the Director of Finance and Administration Directorate Services.
<b>8.6</b>	Asset management strategy conducted.	<b>9.6</b>	Approved Asset Management Strategy School Detail report
<b>8.7</b>	Facility recurrent and project funds are well managed	<b>9.7</b>	Recurrent and project funds managed
<b>8.8</b>	Staff appraisals are conducted	<b>9.8</b>	Staff Appraisal submitted to HR
<b>8.9</b>	Trainings needs are identified and conducted	<b>9.9</b>	<ul style="list-style-type: none"> <li>• Provincial Facilities Supervisors are trained to supervise construction works and submitted progress reports to PEO and Director</li> <li>• No. of ArchiCAD trainings conducted</li> <li>• No. of quantity survey training conducted</li> </ul>
<b>10</b>	<b>Duties and responsibilities</b> 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	Coordinates the selection and design of major projects including site selection so as to ensure achievement of policy objectives and cost effective use of resources.	
	Delegated responsibilities to each unit staff and made sure selection with design of projects were 100% in line with policy objectives and costing. Controlled the implementation of projects with each staff to make sure the progress of works are in line with the duration period.	
10.2	Supervises the preparation of tender specifications and documents and conducts important contract negotiations in order to ensure selection of competent contract.	
10.3	Monitors and controls the implementation of projects to ensure projects outputs reflects projects objectives and contract commitments.	
10.4	Advises the Director and senior management on project status and prepare and disseminate regular project status reports.	
10.5	Arranges for training of MOE Principals, Provincial Education Officers and others in project design including the preparation of training manuals.	
10.6	Coordinates the preparation of important legislation necessary for the progression of important policy initiatives for the development of the Education system.	
10.7	Ensures the timely evaluation of all projects in term of projects outcomes, costs and schedules in order to assess compliance with policy objectives and value for money.	
10.8	Liaise with donor funding agencies in relation to project design, funding and scheduling.	
10.9	Carries out other duties as directed by the Director General.	
10.10		
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	PEO Administration and Property Maintenance.	Property Maintenance Officer, Provincial facilities officers, Land & Asset Officer and Groundsman.
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	Officers within the Division of Finance and Administration.	Directors, other division staff, Provincial Education Officers and schools.
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	Other Government Departments and Ministries and the private sector.	Major supplies and contractors, donor agencies and community bodies, Provincial Boards and Education Authorities.
17	<b>Impact of Decisions</b> (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.	Direct impact on delivery of policy objectives, project technical outcomes and value for money requirements.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Well-ventilated office environment, frequent travel and intensive workload variations due to demands of Government ministries, donors and the private sector.
19	<b>Reason for Seeking Approval</b> (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)	Redesigned post at same level resulting from enhanced donor building programs and Ministry restructure.
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b>	
	(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	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Degree. Postgraduate qualification in project planning and management is preferable.
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Management, Economics, or Business
20.3	<b>Experience</b> 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	3 years experience in a substantial projects environment including exposure to modern project management disciplines, system and processes.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Excellent project management skills, communication skills and competent in MS Projects or similar software.
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, critical thinking style.
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Sound interpersonal skills and communication skills. Proficient ability to develop effective working relationships. Excellent written communication in Bislama, English and French (preferable).
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Professional, committed, diligent, punctual, ethical, highest level of integrity and a mature personality. Cooperative with other team members and able to work in a team.
20.8	<b>Language</b> "English , French and Bislama" is usual.	Bislama, English and French.
20.9		
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign  Date 02/06/2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/06/2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rantes Sign  Date 24/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: .....	
	(Circle the appropriate Decision)	
	LAURENT REP Name  SECRETARY Sign OPSC	Date 27/06/2014