
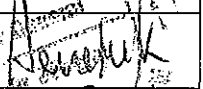

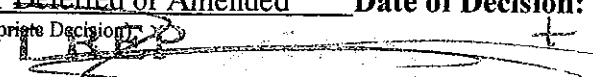


Public Service Commission Job Description Form

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	Lands & Asset Officer
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3225
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General ... H Os 4.0 PSC DECISION...
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 assist the Ministry of Education and schools to deal with land issues as a direct response to the increasing closure of schools because of outstanding land cases. Furthermore, many schools have registered 'Agreement to Lease' agreements with no proper lease titles. Thus the post is created to address this outstanding and equally concerned issue so that school lands are legally registered and leased from indigenous land owners.
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9
8.1	To set up a systematic method and procedure for Education to deal with land in which schools are situated	9.1
8.2	To develop and maintain an Education Land Policy	9.2
8.3	Maintain updated record of various types of land where schools and related activities are situated	9.3
8.4	Develop mutual relationship and information with various stake holders involved with lands in which schools are situated	9.4
8.5	Ensuring that sufficient information for budget allocation for land issues is made available	9.5
8.6	To coordinate and advise on land issues in accordance with the government decisions and policy	9.6
8.7	To provide advise to Directors and DG on land issues	9.7
8.8	To chair Ministry of Education land Committee	9.8
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	To develop a plan to deal with various land issues and to ensure that school land are secured	
10.2	To maintain a clear and practical network between schools, the Ministry, lands department and land owners on land issues	
10.3	To assist in planning budgetary requirement to address school land issues	
10.4	To keep and maintain a clear and updated record of various types of land cases and types	
10.5	To provide clear and practical advise to the DG and Directors on land issues	
10.6	To handle all land issues and to provide practical proposals on how to deal with them	
10.7	To work closely with lands survey and school mapping to ensure that a database is established	
10.8	To establish a clear annual plan and schedule of activities including land committee meetings	
10.9	to chair land committee meetings and to act on resolutions	
10.10	To deals with land owners on land issues	
10.11	To assist the Ministry in other delegated task that may arise from time to time	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	PEO Education Services	Nil
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director and other department staff	Other Directors and MOE staff
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Lands Department staff and school heads	Land owners, State Law Office and other government department staff
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.	Good management of land issues
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Able to work extra hours and to carry out other delegated tasks
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)	New post to address rising land issues
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...	Certificate or diploma is desirable
20.2	Special Business Education refers to the field of study that would be preferable	Management and administration
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	3 – 5 years experience in a similar job. Must have some leadership experience and ability to work independently
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer literate, drivers licence will be desirable
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, practical and have a lot of patience
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good interpersonal and communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Hard working, reliable and trustworthy
20.8	Language "English , French and Bislama" is usual.	English or French
20.9		

21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garofalo 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)	
	LAURENT LEB 	
	Name SECRETARY Sign	Date 27/06/2014

OPSC

