

## 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.

<b>1</b>	<b>Job title</b>	ECCE Administrative Officer		
<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.	3307		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggested by Director General....J Cs 2.6		
<b>4</b>	<b>Ministry</b>	Education		
<b>5</b>	<b>Department</b>	Education		
<b>6</b>	<b>Location</b> Where the position is located	Port Vila		
<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.	To supervise and maintain the storage area and packaging and distributing ECCE materials to Provincial centres		
<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>	Collection of workshop materials	<b>9.1</b>	Accurate materials are purchased for weekly workshops	
<b>8.2</b>	Packaging and distribution	<b>9.2</b>	ECCE materials are packaged and distributed to ECCE Centres	
<b>8.3</b>	Supervision and maintenance of Store Room	<b>9.3</b>	Storages area is maintained and supervised	
<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.			
<b>10.1</b>	Do a weekly collection of workshop materials			
<b>10.2</b>	Sorting and preparation of collected 'junk' materials for workshops			
<b>10.3</b>	Packing and preparation of toolboxes (not keys) including marking of tools.			
<b>10.4</b>	Packing of all materials for Phase 1, 2 and 3 workshops using appropriate packing forms			
<b>10.5</b>	Labeling of all materials for shipping – with labels made by NPSC			
<b>10.6</b>	Working with National Coordinator to fill out shipping forms			
<b>10.7</b>	Informing National Coordinator of materials to be ordered (wood, calico, markers etc)			
<b>10.8</b>	Drilling of wood bases			
<b>10.9</b>	Sewing of workshop materials as necessary			
<b>10.10</b>	Supervise storeroom assistant			
<b>10.17</b>	Carry out any other duty and responsibility as directed by the National Coordinator, Director or DG			
<b>11</b>	<b>Reports directly to</b>	<b>12</b>	<b>Directly supervises</b>	
	National ECCE Coordinator		None	
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b>	<b>Occasional Internal Personal Contacts with...</b>	

	ECCE staff, EIE staff, Inclusion staff, Data staff, Provincial Coordinators , ZCA,s and provincial ministry staff		ECCE Centre Trainer and Provincial Pre-School Officer
<b>15</b>	<b>Frequent External Personal Contacts with...</b> (“External” means other Ministries and the community)	<b>16</b>	<b>Occasional External Personal Contacts with...</b>
	Key teachers, Kindy teachers, Parents and communities		Donors, NGO, s other ministries including health, justice.
<b>17</b>	<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.		
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required:		
<b>19</b>	<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)		Approval of position title
<b>20</b>	<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.)		
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...		Certificate or Diploma
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable		Education administration or ECCE or psychology
<b>20.3</b>	<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		2 years Curriculum Development Experiences Understanding of Child Development Ability to work with Adults Knowledge and foundation in literacy and numeracy Capacity building and training experience Strong communication and organizational skills Ability to work as a team member Strong leadership skills
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc		Strong computer skills Presentation and training skills Strong Bislama, English and French skills
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....		Creative Understands Play as a tool for learning Innovative
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position		Ability to work with a diversity of staff and parents
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes		High degree of integrity, reliable, diligent,

	or characteristics needed for the position.	punctual
20.8	Language "English, French and Bislama" is usual.	English or French and Bislama
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>[Signature]</i> 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>[Signature]</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>[Signature]</i> Name <i>[Signature]</i> Date 07/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: .....	
	(Circle the appropriate Decision)	
	Name <i>[Signature]</i> Sign <i>[Signature]</i>	Date 25/07/2014

