

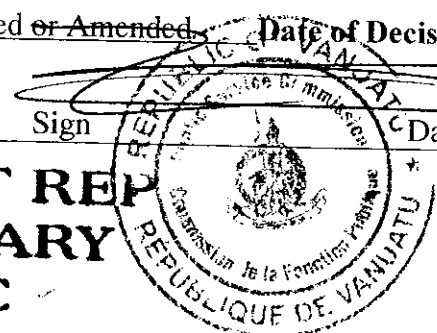
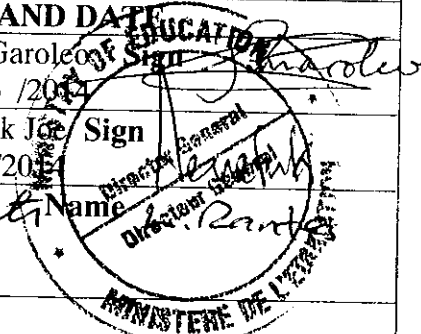
## Public Service Commission Job Description Form

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>	<b>School Administration Officer Primary Education</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>3317</b>		
<b>3</b>	<b>Levels</b> Suggested by Ministry and determined by PSC	<b>Suggested by the Director General . . . I As 3.0</b>		
<b>4</b>	<b>Ministry</b>	Education		
<b>5</b>	<b>Department</b>	Education Services		
<b>6</b>	<b>Location</b> Where the position is located	Ministry of Education, 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.	Provision of prompt, professional administrative support to alleviate the workload of the Director Education Service and other Education Service Officers. Manage resources including budget. Maintain up-date recording and filling of correspondence and documents for better service delivery to schools and other stakeholders.		
<b>8</b>	<b>Key Result Areas</b> (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators</b> (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.	
<b>8.1</b>	Manage all administrative operations to the Director and staffs in relation to Primary and TVET education functions.	9.1	All clerical administrative supports are provided.	
<b>8.2</b>	Manage all resources requirements for Primary and TVET Education Unit.	9.2	The Primary and TVET Unit is properly resourced and well managed.	
<b>8.3</b>	Manage Primary and TVET Education Unit Budget.	9.3	Records showing overall expenditures against budget.	
<b>8.4</b>	Support Teaching Service Commission in providing personal information and payroll details for Primary and TVET Education budget and inputting the budget into the Vanuatu Budget Management System (VBMS).	9.4	Primary teachers and TVET payroll budget inputted in Vanuatu Budget Management System.	
<b>8.5</b>	Facilitate Primary teacher's logistics such as travelling's and entitlement claims.	9.5	Teachers' transfer arrangements and entitlements are attended to.	
<b>8.6</b>	Keep Record of all Primary and formal technical schools.	9.6	A well maintain record of all Primary and formal technical schools.	
<b>8.7</b>	Provide advice and information on Primary and TVET Education.	9.7	Advice and information are provided and accessed.	
<b>8.8</b>	Facilitate Education Services Administration officer's logistics such as travelling, workshop, meetings and entitlements claims.	9.8	Education Services Administration officers logistics attended to.	
<b>8.9</b>	Provide 6 months reports.	9.9	6 months report provided.	
<b>8.10</b>	Provide assistance to provincial Secretaries in relation to clerical duties.	9.10	Provincial secretaries are assisted.	
<b>8.11</b>		9.11		
<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	Provide secretarial and clerical assistance to Primary Unit and the Director.	
10.2	To maintain continuous communication with Primary school Principals.	
10.3	Make travelling arrangements for staff on assignment connected with work.	
10.4	Provide support with administrative and logistical arrangements for organising of meetings, conferences and trainings of the Division.	
10.5	Procure stationery and office supplies for Primary and office use.	
10.6	To keep record of budget and expenditures and to assist the Director on such matters relating to budgeted and non-budgeted activities as they arise.	
10.7	Advice and report on monthly financial expenditures for Primary administration and other units within the Division.	
10.8	Provide support in budget preparation for Primary administration and other unit within the Division.	
10.9	Provide support in Primary school grants.	
10.10	Prepare Primary/tertiary payroll budget and input in Vanuatu Budget Management System (VBMS).	
10.11	Regular check on Primary/tertiary teachers' payroll in FMIS/smart stream and advice on unusual payments.	
10.12	Provide advice and information on Primary/tertiary teachers' payroll distribution, payroll details and employment details.	
10.13	To keep updated records (hard and soft records) of all Primary/tertiary teachers deployed in schools.	
10.14	To advise and provide support on Primary/tertiary teachers with matters relating to posting, transfer and recruitment.	
10.15	To type, compiling Primary/tertiary teachers posting and teachers' notification letters of postings/transfers.	
10.16	Responsible for travelling arrangements for Primary/tertiary teachers posting/transfer.	
10.17	Process all forms and correspondences relating to teachers entitlements for consideration of Director and TSC.	
10.18	Process all Primary/tertiary teachers' claims for refund.	
10.19	Follow up in FMIS/smart stream on teachers' salary deduction, recovery and entitlements approved and authorize by Director/TSC and advice Salary unit on unprocessed correspondences.	
10.20	Liaise with Principals, PEO/EA on teachers' type of accommodation or housing and advice TSC.	
10.21	To attend to other duties as assigned by the Director.	
11	<b>Reports directly to</b> Title of Post and Level only	<b>12</b> <b>Directly supervises</b> Title of Posts and level if any
	Director Education Services	None
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b> <b>Occasional Internal Personal Contacts with...</b>
	All Staff in the Division	Other MOE Staff
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b> <b>Occasional External Personal Contacts with...</b>
	Teachers, Principals, ZCA, SIO, PEO's/EA's and other sections within the Division (CDU, Exam, VITE, VIT)	Other Government Ministries and Department
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.	Effective and Efficient administration of office and information flow.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Able to work overtime if required. Able to travel out of place of work if required.

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)	Strengthening existing position in the new structure.
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...	Certificate/Diploma in Secretarial Studies or Accounting
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Computer literate, good understanding of English and knowledge of French or vice versa. Clerical skills
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 – 5 Years experience in Secretarial work and sound experience in Basic Financial Management and Budgeting
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Computer literate, Clerical skills, Accounting skills, Good communication and Human Relation skills
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Practical Thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Able to work with people
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Hard working, cooperative, Open and trustworthy
20.8	<b>Language</b> "English, French and Bislama" is usual.	Competent in at least two (2) official languages
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo 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 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).	Sign <i>[Signature]</i> Name <i>[Name]</i> Date 24/ 6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	<b>Decision:</b> <u>Approved</u> or Deferred or Amended. <b>Date of Decision:</b> ..... (Circle the appropriate Decision)	
	Name	Sign <i>[Signature]</i> Date 24/ 06 /2014



**LAURENT REP  
SECRETARY  
OPSC**