

## 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>Executive Secretary</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.	3329	
<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 Services	
<b>6</b>	<b>Location</b> Where the position is located	Curriculum Development Unit	
<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 provide secretarial and office management support services for CDU	
<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>	Development of annual work plan	<b>9.1</b>	Work plan completed by end of December each year
<b>8.2</b>	Effective customer services	<b>9.2</b>	Incoming calls and visitors are well managed
<b>8.3</b>	Typing, filing and recording of all office documents.	<b>9.3</b>	Office documents are well organized and properly recorded.
<b>8.4</b>	Managing of all office stationeries, consumables and equipment.	<b>9.4</b>	Office Stationary are available and Office equipment are running smoothly.
<b>8.5</b>	Ensuring LPOs are provided to suppliers	<b>9.5</b>	Office supplies and services are received
<b>8.6</b>	Assist with workshop and meeting catering	<b>8.6</b>	Workshops and meetings are catered for
<b>8.7</b>	Administration of tasks within his/her area of competence including time management and staff attendance	<b>9.7</b>	<ul style="list-style-type: none"> <li>• Administrative tasks within his /her area of competence are carried out</li> <li>• Staff attendance and time is managed</li> <li>• Stationary list is up-dated and books are binded.</li> </ul> Report collated and delivered on time to stakeholders
<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>	Develop and follow annual work plan		
<b>10.2</b>	Managing the incoming calls and visitors		
<b>10.3</b>	Maintaining a comprehensive filing system.		
<b>10.4</b>	Ensure prompt despatching of outward correspondences		
<b>10.5</b>	Maintaining a record of all inward and outward mail.		
<b>10.6</b>	Ordering, storing and issuing supplies of office stationery and cleaning materials for CDU.		
<b>10.7</b>	Assist with the payment of office supplies and services		
<b>10.8</b>	Assist with workshops travelling, bookings and catering		
<b>10.9</b>	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements		
<b>10.10</b>	Performing other duties as may be specified by the PEO Curriculum and Exams.		

<b>11</b>	<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
	Senior Curriculum Officer		Cleaner
<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>
	All CDU staff		
<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>
	Teachers, Head Teachers and Principals, Provinces		DoE staff & Clients
<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.		Effective support service to the CDU.
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		Must be able to work on weekends and after working hours.
<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)		Existing post which amalgamates the responsibilities of the Executive Officer
<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...		Minimum Year 10 certificate Year 13 certificate desirable
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable		Secretarial studies
<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' experience in a similar post
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc		Computer Literate & clerical skills Adequate command of English/French
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....		Practical thinker
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position		Must be able to interact with other people.
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.		Honest, hardworking and team work.
<b>20.8</b>	<b>Language</b> "English , French and Bislama" is usual.		English/French or Bislama
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>		
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	<b>Name</b> John J. Garoleo	<b>Sign</b> <b>Date</b> 02/ 06 /2014
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	<b>Name</b> Jesse Dick Joe	<b>Sign</b> <b>Date</b> 02/ 06 /2014
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<b>Sign</b>	<b>Name</b> <b>Date</b> / /2014
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>		
	<b>Decision:</b> <u>Approved</u> or <u>Deferred</u> or <u>Amended</u> <b>Date of Decision:</b> .....		
	(Circle the appropriate Decision)		
	Name	Sign	Date / /2014

## 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>Executive Secretary</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>3101</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by Director General . . . J C s 2.6 PSC DECISION</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Policy and Planning Services</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.	To ensure that the Division of Policy and Planning (DPP) functions efficiently and effectively by providing prompt professional administrative support to alleviate the workload and better serve delivery of the Director and Policy & Planning staff and DPP operation.	
<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>	Management of diary, appointment and meeting schedule for the Director and Division of Policy and Planning (DPP)	<b>9.1</b>	<ol style="list-style-type: none"> <li>1) Records of correspondences is maintained (Yes/No)</li> <li>2) Photocopies and Binding are completed on time (Yes/No)</li> <li>3) Conference room, refreshment and lunch rearranged</li> <li>4) Invitations are sent on time (Yes/No)</li> </ol>
<b>8.2</b>	Efficient administration of professional daily secretarial service to the Director and DPP staff	<b>9.2</b>	Divisional administrative duties are carried out effectively and efficiently Director General's schedule and work load is well balanced, managed and delegated as directed
<b>8.3</b>	Effective management of all internal and external correspondence	<b>9.3</b>	Preparation and dissemination of approved minutes Record of correspondences maintained.
<b>8.4</b>	Overseeing maintenance of efficient, secure hard and e-copy filing system for sensitive documents for the DPP	<b>9.4</b>	Filing Register secure and up-to-date with readily located documents using MoE's standard or uniform filing index Manual filing system (use of arch files)
<b>8.5</b>	Effective maintenance of sound and up-to-date understanding of the DPP budget	<b>9.5</b>	Director General's Office budget is monitored Manual record of LPOs and Purchasing Order forms
<b>8.6</b>	Effective and efficient (logistics) services including travel and transport arrangements to the DPP	<b>9.6</b>	Travel and transport arrangement and other logistics are managed effectively
<b>8.7</b>	Administration of tasks within his/her area of competence including time management and staff attendance	<b>9.7</b>	<ul style="list-style-type: none"> <li>• Administrative tasks within his /her area of competence are carried out</li> <li>• Staff attendance and time is managed</li> </ul>

			<ul style="list-style-type: none"> <li>Stationary list is up-dated and books are binded.</li> </ul> <p>Report collated and delivered on time to stakeholders</p>
<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>	Managing diary, appointment and meeting schedule and arrangements for the Director for Policy and planning in accordance with his/her work priorities		
<b>10.2</b>	Develop annual and assist in the planning and preparation of meetings, conferences and conference telephone calls		
<b>10.3</b>	Type confidential/official documents (letter, guidelines etc...)		
<b>10.4</b>	Provide and efficient, professional daily secretarial and administrative service to the Division of Policy and Planning		
<b>10.5</b>	Manage all internal and external contacts with the Division of Policy and Planning, including correspondence, telephone, personal and all related enquiries, ensuring follow-up action occurs as required.		
<b>10.6</b>	Assist the Director to assign work within the Division of Policy and Planning and to follow-up the progress of work on his/her behalf.		
<b>10.7</b>	Manage all aspects of the budget of the Division of Policy and Planning.		
<b>10.8</b>	Maintain a sound and up-to-date understanding of the Division overall budget in order to provide advice and assistance to the Director including managing Petty cash flow, LPO and retiring of impress.		
<b>10.9</b>	Ensure that all services including travel and transport arrangements to the Division are delivered efficiently and effectively.		
<b>10.10</b>	Arrange Divisional meetings and functions and take minutes of meetings as required.		
<b>10.11</b>	Ensure that all files and other records are up-to-date and in good order.		
<b>10.12</b>	Oversee and maintain an efficient, secure hard and e-copy filing system for sensitive documents for the Division of Policy and Planning Maintain and file all correspondence		
<b>10.13</b>	Provide secretarial training and e-copy archiving to Divisional staff		
<b>10.14</b>	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements		
<b>10.15</b>	Provide operation and control responsibility through a registry list of office equipment and maintain an adequate inventory of office supplies for the Division of Policy and Planning.		
<b>10.16</b>	Carrying out of administrative tasks within his/her area of competence including facilitating the preparation of reports		
<b>10.17</b>	Carry out other duties as directed by the Director and Director General.		
<b>11</b>	<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, Policy and Planning Services.		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>
	Director, Policy and Planning Services, Other secretaries in the Ministry of Education Staffs of the Policy and Planning Unit		Directors, other MoE officers.
<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>
	Other Government Departments and Ministries and the private sector.		Provincial Education Boards, Education Authorities and schools.

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.	Appropriate processes were initiated to ensure better secretarial, clerical and administrative services is provided in an effective and efficient manner to the Policy and Planning Unit.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Lots of overtime on occasion.
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)	Job description has been revised and approved
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
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Business studies (secretarial administration)
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	2 – 5 years experience in office administration.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Administration skills Reporting skills Computer literate
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	Listening, writing, reading, oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Honest and hard working. Good team member and punctual.
20.8	<b>Language</b> "English, French and Bislama" is usual.	Fluent in Bislama, French and English.
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 Sign Date ...../.../2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved or Deferred or Amended</u> Date of Decision: ..... (Circle the appropriate Decision)  Name Sign: Date / /2014	

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<b>1</b>	<b>Job title</b>	Executive Secretary		
<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.	3352		
<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 Services		
<b>6</b>	<b>Location</b> Where the position is located	Curriculum Development Unit		
<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 provide secretarial and office management support services for CDU		
<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>	Development of annual work plan	<b>9.1</b>	Work plan completed by end of December each year	
<b>8.2</b>	Effective customer services	<b>9.2</b>	Incoming calls and visitors are well managed	
<b>8.3</b>	Typing, filing and recording of all office documents.	<b>9.3</b>	Office documents are well organized and properly recorded.	
<b>8.4</b>	Managing of all office stationeries, consumables and equipment.	<b>9.4</b>	Office Stationary are available and Office equipment are running smoothly.	
<b>8.5</b>	Ensuring LPOs are provided to suppliers	<b>9.5</b>	Office supplies and services are received	
<b>8.6</b>	Assist with workshop and meeting catering	<b>8.6</b>	Workshops and meetings are catered for	
<b>8.7</b>	Administration of tasks within his/her area of competence including time management and staff attendance	<b>9.7</b>	<ul style="list-style-type: none"> <li>• Administrative tasks within his /her area of competence are carried out</li> <li>• Staff attendance and time is managed</li> <li>• Stationary list is up-dated and books are binded.</li> </ul> Report collated and delivered on time to stakeholders	
<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>	Develop and follow annual work plan			
<b>10.2</b>	Managing the incoming calls and visitors			
<b>10.3</b>	Maintaining a comprehensive filing system.			
<b>10.4</b>	Ensure prompt despatching of outward correspondences			
<b>10.5</b>	Maintaining a record of all inward and outward mail.			
<b>10.6</b>	Ordering, storing and issuing supplies of office stationery and cleaning materials for EAU.			
<b>10.7</b>	Assist with the payment of office supplies and services			
<b>10.8</b>	Assist with workshops travelling, bookings and catering			
<b>10.14</b>	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements			
<b>10.9</b>	Performing other duties as may be specified by the PEO Examination and Assessment Unit.			

<b>11</b>	<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
	PEO EAU		
<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>
	All CDU staff		
<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>
	Teachers, Head Teachers and Principals, Provinces		DoE staff & Clients
<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.		Effective support service to the CDU.
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		Must be able to work on weekends and after working hours.
<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)		Existing post which amalgamates the responsibilities of the Executive Officer
<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...		Minimum Year 10 certificate Year 13 certificate desirable
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable		Secretarial studies
<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' experience in a similar post
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc		Computer Literate & clerical skills Adequate command of English/French
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....		Practical thinker
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position		Must be able to interact with other people.
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.		Honest, hardworking and team work.
<b>20.8</b>	<b>Language</b> "English , French and Bislama" is usual.		English/French or Bislama
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>		
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	<b>Name</b> John J. Garoleo <b>Sign</b>	<b>Date</b> 02/ 06 /2014
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	<b>Name</b> Jesse Dick Joe <b>Sign</b>	<b>Date</b> 02/ 06 /2014
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<b>Sign</b> _____ <b>Name</b>	<b>Date</b> / /2014
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>		
	<b>Decision:</b> <u>Approved</u> or <u>Deferred</u> or <u>Amended</u> <b>Date of Decision:</b> .....		
	(Circle the appropriate Decision)		
	Name	Sign	Date / /2014

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<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>Suggested by Director General ....Cs2.8</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>3001</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Office of the Director General</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.	To ensure that the Office of the Director General functions efficiently and effectively, providing prompt professional administrative support to alleviate the workload of the Director General to better serve delivery to stakeholder agencies and clients and coordinating all aspects of the Office's operation.	
<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>	Management of diary, appointment and meeting schedule for the Director General	<b>9.1</b>	1) 90% of appointments and meetings schedules are recorded 2 days earlier/before the meeting  2) DG is satisfied (Yes/No)
<b>8.2</b>	Provide and efficient, professional daily secretarial and administrative service to the Director General	<b>9.2</b>	100% of External phone calls are answered prompt and professionally, (Yes/No),  Filing Register secure and up-to-date with readily located documents using MoE's standard or uniform filing index,  Incoming correspondences registered and filled,  Preparation and dissemination of approved minutes  Director General's schedule and work load is well managed and balanced
<b>8.3</b>	Director General's Office budget is monitored	<b>9.3</b>	Monthly financial report submitted to the DG by the end of each month
<b>8.4</b>	Effective and efficient (logistics) services including travel and transport arrangements to the Office of the Director General	<b>9.4</b>	Bookings, flight itinerary and accommodation arrangement are finalized and confirmed 2 days prior to the departure date (Yes/No)
<b>8.5</b>	hard and e-copy filing system is maintained and protected	<b>9.5</b>	6 monthly report on the arrangement of the system
<b>8.6</b>	Report collated and delivered on time to	<b>9.6</b>	Number Stakeholder being served with the report on



	stakeholders		time
<b>8.7</b>	Administration of tasks within his/her area of competence including time management and staff attendance	<b>9.7</b>	<ul style="list-style-type: none"> <li>Administrative tasks within his /her area of competence are carried out</li> <li>Staff attendance and time is managed</li> <li>Stationary list is up-dated and books are binded.</li> </ul> Report collated and delivered on time to stakeholders
<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>	Managing diary, appointment and meeting schedule and arrangements for the Director General in accordance with his/her work priorities		
<b>10.2</b>	Provide an efficient, professional daily secretarial and administrative service to the Director General		
<b>10.3</b>	Manage all internal and external contacts with the Office of the Director General, including correspondence, telephone, personal and all related enquiries, ensuring follow-up action occurs as required.		
<b>10.4</b>	Assist the Director General to assign work within the Office and to follow-up the progress of work on his/her behalf.		
<b>10.5</b>	Manage all aspects of the budget of the Office of the Director General.		
<b>10.6</b>	Maintain a sound and up-to-date understanding of the Ministry's overall budget in order to provide advice and assistance to the Director General.		
<b>10.7</b>	Ensure that all services including travel and transport arrangements to the Office of the Director General and MoE are delivered efficiently and effectively.		
<b>10.8</b>	Arrange high level meetings and functions and take minutes of meetings as required.		
<b>10.9</b>	Oversee the work of the Typist/Filing Clerk to ensure that all files and other records are up-to-date and in good order.		
<b>10.10</b>	Oversee and maintain an efficient, secure central hard and e-copy filing system for sensitive documents for the MoE		
<b>10.11</b>	Provide quality services to all external and internal clients		
<b>10.12</b>	Establishment and operation of office management routines and procedures.		
<b>10.13</b>	Provide operation and control responsibility for the office equipment of the Director General.		
<b>10.14</b>	Carrying out of administrative tasks within his/her area of competence including facilitating the preparation of reports		
<b>10.14</b>	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements		
<b>10.15</b>	Carry out other duties as directed by the Director General.		
<b>11</b>	<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 General of Education		Typist/Filing Clerk
<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>
	Minister and political advisers, Director General, Secretary, TSC and Directors, MoE officers		National Education Advisory Board, National Education Commission Provincial Education Boards
<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>
	Other Government Ministries and Departments Members of the Teaching Service		Office of the President Office of the Prime Minister

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.	Indirectly has an impact on Director General's decision making in many areas. Is required to ensure the smooth functioning of the Direct General's Office which also has an impact on the Ministry's external relationships.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Must be able to meet set targets
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)	New post. This position replaces in part the post of Personal Assistant to the Director General approved in 2001 and which has been deleted from the proposed 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...	Diploma or a degree would be an advantage.
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Management and Public Administration or any relevant qualification
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	A minimum of 5 years in office management, either in a private or public organization
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	High level communication and interpersonal skills. The ability to deal sensitively and tactfully with people at all levels is essential. Ability to maintain confidentiality.
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Must be reliable, have a good character and be able to maintain confidentiality.
20.8	<b>Language</b> "English , French and Bislama" is usual.	English and French as well as Bislama
21		
21.1	<b>Prepared in the Ministry by ...</b>	<b>Name</b> John J. Garoleo <b>Sign</b> <b>Date</b> 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	<b>Name</b> Jesse Dick Joe <b>Sign</b> <b>Date</b> 02/ 06 /2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<b>Name</b> <b>Sign</b> <b>Date</b> / /
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  <b>Decision:</b> <u>Approved or Deferred or Amended</u> <b>Date of Decision:</b> ..... (Circle the appropriate Decision)  Name <b>Sign</b> Date / /2014	