	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						
1	office of the Public Service Commission if you need h Job title	1	elping completing this form. Executive Secretary				
2	Post number Allocate the next available	3329		c Secretary			
	number. This number is to be used in all subsequent correspondence relating to this post.						
3	Level Suggested by Ministry and determined by PSC			by Director General J Cs 2.6			
4	Ministry		cation				
5	Department			Services			
7	Location Where the position is located			m Development Unit			
,	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	for C		e secretarial and office management support services			
8	Key Result Areas (KRAs) refers to general of outcomes or outputs for which the post/role is responsible.	areas	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.			
8.1	Development of annual work plan		9.1	Work plan completed by end of December each year			
8.2	Effective customer services		9.2	Incoming calls and visitors are well managed			
8.3	Typing, filing and recording of all offi documents.	ice	9.3	Office documents are well organized and properly recorded.			
8.4	Managing of all office stationeries, consumables and equipment.		9.4	Office Stationary are available and Office equipment are running smoothly.			
8.5	Ensuring LPOs are provided to suppliers		9.5	Office supplies and services are received			
8.6	Assist with workshop and meeting catering		8.6	Workshops and meetings are catered for			
8.7	Administration of tasks within his/he	er	9.7	Administrative tasks within his /her area			
	area of competence including time			of competence are carried out			
	management and staff attendance			Staff attendance and time is managed			
				Stationary list is up-dated and books are			
				binded.			
				Report collated and delivered on time to			
				stakeholders			
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	Develop and follow annual work plan	 1	· · · · ·				
10.2	Managing the incoming calls and visi	itors					
10.3	Maintaining a comprehensive filing s	ysten	 ٦.				
10.4	Ensure prompt despatching of outward correspondences						
10.5	Maintaining a record of all inward and	d out	ward	mail.			
10.6	Ordering, storing and issuing supplie	s of c	ffice	stationery and cleaning materials for CDU.			
10.7	Assist with the payment of office sup	plies	and s	services			
10.8	Assist with workshops travelling, boo	kings	and	catering			
10.9	Establishment and operation of office	e mar	nager	ment routines and procedures including time and			
	attendance management and leaves	and d	other	entitlements			
10.10	Performing other duties as may be sp	pecifie	ed by	the PEO Curriculum and Exams.			

Reports directly to Title of Post and Level only Senior Curriculum Officer	12	Directly supervises Title of Posts and level if any
Senior Curriculum Officer		
		Cleaner
Frequent Internal Personal Contacts	14	Occasional Internal Personal Contacts
with("Internal" means within the Ministry)		with
All CDU staff	L	
Frequent External Personal Contacts	16	Occasional External Personal Contacts
, –		with
		DoE staff & Clients
Provinces		
Impact of Decisions (a) Think of the decisions this Post ma	kes	Effective support service to the CDU.
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	he	
	r .	Must be able to work on weekends and after
travel is required.		working hours.
Reason for Seeking Approval (e.g.; Routine Revision	of	Existing post which amalgamates the
Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and		responsibilities of the Executive Officer
CRITERIAS TO BE SEI	LEC	TED FOR THIS POST
(Allow for some on -the-job training to bring outsiders up to standard a	nd do	not unnecessarily bias the Post to certain people. Remember
	e,	Minimum Year 10 certificate
diploma, degree		Year 13 certificate desirable
would be preferable	that	Secretarial studies
tiling/keyboard work or driving; or, e.g. low or high level achievements leadership, communicating, advising, managing resources, writing repo	s in rts,	2 years' experience in a similar post
Special Skills e.g. vehicle license, driving record, computer wor	d/	Computer Literate & clerical skills
		Adequate command of English/French
creative thinker		Practical thinker
required of this position		Must be able to interact with other people.
or characteristics needed for the position.	ites	Honest, hardworking and team work.
		English/French or Bislama
ENDORSEMENT WITH NA	ME,	SIGNATURE AND DATE
· •		Name John J. Garoleo Sign Date 02/ 06 /2014
Certified by or for the DG that the Post fits with any		Name Jesse Dick Joe Sign
Corporate Plan, and is required.		Date 02/06/2014
Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).		Sign Name Date / /2014
DECISION OF PUBLIC SERVICE COMMI	SSI	
Decision: Approved or Deferred or Amended (Circle the appropriate Decision)		ate of Decision:
Name Sign		Date / /2014
	All CDU staff Frequent External Personal Contacts with ("External" means other Ministries and the community) Teachers, Head Teachers and Principals, Provinces Impact of Decisions (a) Think of the decisions this Post ma without help on a regular basis (weekly or monthly) to greatly reduce to risk of serious things happening. Name the more important thing(s) decided, by If the Post has a significant Financial Delegation to comm funds the amount should also be stated. Special Conditions e.g. if unusual work hours, equipment o travel is required. Reason for Seeking Approval (e.g.; Routine Revision Existing Job Description, New Post, Regrading, State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities) CRITERIAS TO BE SEI (Allow for some on -the-job training to bring outsiders up to standard a education is only one indicator of capability to do the job.) Qualification the required qualification for the job e.g certificat diploma, degree Special Business Education refers to the field of study would be preferable Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements leadership, communicating, advising, managing resources, writing repo advising clients, doing similar type of work etc Special Skills e.g. vehicle license, driving record, computer wor excel etc Thinking style e.g an analytical thinker, a practical thinker, creative thinker Communication/Interpersonal Skills list the skill required of this position Behavioural Competencies refers to the personal attribu- or characteristics needed for the position. Language "English, French and Bislama" is usual. ENDORSEMENT WITH NA Prepared in the Ministry by Certified by or for the DG that the Post fits with any Corporate Plan, and is required. Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). DECISION OF PUBLIC SERVICE COMMI	All CDU staff Frequent External Personal Contacts with ("External" means other Ministries and the community) Teachers, Head Teachers and Principals, Provinces 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. Special Conditions e.g. if unusual work hours, equipment or travel is required. 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) CRITERIAS TO BE SELEC (Allow for some on -the-job training to bring outsiders up to standard and do education is only one indicator of capability to do the job.) Qualification the required qualification for the job e.g certificate, diploma, degree Special Business Education refers to the field of study that would be preferable 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, amanging resources, writing reports, advising clients, doing similar type of work etc Special Skills e.g. vehicle license, driving record, computer word/excel etc Thinking style e.g an analytical thinker, a practical thinker, creative thinker Communication/ Interpersonal Skills list the skills required of this position Behavioural Competencies refers to the personal attributes or characteristics needed for the position. Language "English, French and Bislama" is usual. ENDORSEMENT WITH NAME, Prepared in the Ministry by Certified by or for the DG that the Post fits with any Corporate Plan, and is required. Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). Decision: Approve

	Public Service Commission							
	Job Description Form Ministry to prepare and request Appropriate Bubble Sources Commission, Please contact the Performance Improvement Unit Stoff of							
<u> </u>	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.							
1	Job title	Exe	cutiv	e Secretary				
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	310	1					
3	Level Suggested by Ministry and determined by PSC	1	_	d by Director GeneralJ C s 2.6 SION				
4	Ministry	Edu	catio	n				
5	Department	Poli	cy an	d Planning Services				
6	Location Where the position is located		t 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.	fund prof	tions fessio	e that the Division of Policy and Planning (DPP) sefficiently and effectively by providing prompt anal administrative support to alleviate the and better serve delivery of the Director and				
				Planning staff and DPP operation.				
8	Key Result Areas (KRAs) refers to general ar outcomes or outputs for which the post/role is respo	eas of	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.				
8.1	Management of diary, appointment and meeting schedule for the Direct and Division of Policy and Planning (DPP)		9.1	 Records of correspondences is maintained (Yes/No) Photocopies and Binding are completed on time (Yes/No) Conference room, refreshment and lunch rearranged 				
8.2	Efficient administration of professio	nal	9.2	4) Invitations are sent on time (Yes/No)				
	daily secretarial service to the Direct and DPP staff		J.Z	Divisional administrative duties are carried out effectively and efficiently Director General's schedule and work load is well balanced, managed and delegated as directed				
8.3	Effective management of all interna and external correspondence	1	9.3	Preparation and dissemination of approved minutes				
8.4	Overseeing maintenance of efficient secure hard and e-copy filing system for sensitive documents for the DPP	stem		Record of correspondences maintained. Filling Register secure and up-to-date with readily located documents using MoE's standard or uniform filling index Manual filing system (use of arch files)				
8.5	Effective maintenance of sound and up-to-date understanding of the DPI budget		9.5	Director General's Office budget is monitored Manual record of LPOs and Purchasing Order forms				
8.6	Effective and efficient (logistics) services including travel and transportant arrangements to the DPP		9.6	Travel and transport arrangement and other logistics are managed effectively				
8.7	Administration of tasks within his/he area of competence including time management and staff attendance	er	9.7	 Administrative tasks within his /her area of competence are carried out Staff attendance and time is managed 				

, and the second		,	Stationary list is up-dated and books are binded. sport collated and delivered on time to akeholders sport collated and delivered on time to akeholders.
10	areas of work but not details you should find in Procedure Mai	arting with a nuals. Areas	in action word; more important ones first; less than 10; cover main
10.1	Managing diary, appointment and meetin		
10.2	Policy and planning in accordance with his		·
10.2	Develop annual and assist in the planning conference telephone calls	and pre	paration of meetings, conferences and
10.3	Type confidential/official documents (lett	er guide	dines etc. \
10.4			l and administrative service to the Division of
10.5			e Division of Policy and Planning, including ed enquiries, ensuring follow-up action
10.6	Assist the Director to assign work within the progress of work on his/her behalf.	he Divisi	on of Policy and Planning and to follow-up
10.7	Manage all aspects of the budget of the D	ivision o	f Policy and Planning.
10.8	Maintain a sound and up-to-date understa provide advice and assistance to the Direc	anding o	f the Division overall budget in order to
	retiring of impress.	tor mela	uning managing retty cash now, LPO and
10.9	Ensure that all services including travel an	d transp	ort arrangements to the Division are
	delivered efficiently and effectively.		are according to the problem are
10.10	Arrange Divisional meetings and functions	and tak	e minutes of meetings as required.
10.11	Ensure that all files and other records are	up-to-da	te and in good order.
10.12	Oversee and maintain and efficient, secure	e hard ar	nd e-copy filing system for sensitive
40.40	documents for the Division of Policy and P	lanning I	Maintain and file all correspondence
10.13	Torrac score tarial training and e-copy are	hiving to	Divisional staff
10.14	attendance management and leaves and o	iagemen	t routines and procedures including time and
10.15	Provide operation and control responsibility	ty through	the project list of office as it is
	maintain an adequate inventory of office s	iy unouş unnlies f	for the Division of Policy and Planning
10.16	Carrying out of administrative tasks within	his/her	area of competence including facilitating the
	preparation of reports	,	area or competence melading facilitating the
10.17	Carry out other duties as directed by the D	irector a	ind Director General.
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Director, Policy and Planning Services.	<u> </u>	None
13	Frequent Internal Personal Contacts with("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with
	Director, Policy and Planning Services,		
	Other secretaries in the Ministry of Educat	ion	Directors, other MoE officers.
	Staffs of the Policy and Planning Unit		
15	Frequent External Personal Contacts with ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with
	Other Government Departments and Minis and the private sector.	stries	Provincial Education Boards, Education Authorities and schools.

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	17	Impact of Decisions	
Special Conditions e.g. if unusual work hours, equipment or travels required. 19 Reason for Seeking Approval (e.g.; souther Revision of Esting to Description in New Port, Regrading, State if any overlap or displication with existing to bescriptions for new duties and approved 20 (RITERIAS 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 6 the job.) 20.1 Qualification the required qualification for the job e.g. certificate, (pilotona, degree 20.2 Special Business Education refers to the field of study that would be preferable 20.3 Experience e.g. number of years or level of experience in falling/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising dilents, doing aimlar type of work etc. 20.4 Special Skills e.g. vehicle license, driving record, computer word/ sexcel etc. 20.5 Thinking style e.g on analytical thinker, a practical thinker, creative thinker 20.6 Communication/ Interpersonal Skills list the skills required of this position. 20.7 Behavioural Competencies refers to the personal attributes or characteristics needed for the position. 20.8 Experience e.g. number of peace of the position. 20.9 Experience e.g. number of years or level of experience in filling/keyboard work or driving; or, e.g. low or high level achievements in Reporting skills (somputer literate administration). 20.6 Communication/ Interpersonal Skills list the skills required of this position. 20.7 Experience e.g. number of years or level of experience in office administration. 20.8 Experience e.g. number of years or level of experience in office administration. 20.9 Experience e.g. number of years or level of experience in diling/keyboard work or driving; or, e.g. low or fight level achievements in devel or fight level achievements in development and puncti	1	risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit	ensure better secretarial, clerical and
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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.] Qualification the required qualification for the job e.g. certificate, diploma, degree Certificate Computer Certificate Certificate Certificate Cert	19	Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and	•
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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. 20.4 Special Skills e.g. vehicle license, driving record, computer word/ excel etc. 20.5 Thinking style e.g. an analytical thinker, a practical thinker, creative thinker 20.6 Communication/ Interpersonal Skills list the skills required of this position 20.7 Behavioural Competencies refers to the personal attributes or characteristics needed for the position. 20.8 Language "English, French and Bislama" is usual. 20.9 Fluent in Bislama, French and English. 20.9 Prepared in the Ministry by Prepared in the Ministry by Name John J. Garoleo Sign Date 02/ 06 /2014 21.1 Certified by or for the DG that the Post fits with any Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Decision: Approved or Deferred or Amended (Circle the appropriate Decision)	20.2		·
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excel etc Reporting skills Computer literate Thinking style e.g an analytical thinker, a practical thinker, creative thinker Thinking style e.g an analytical thinker, a practical thinker, creative thinker Thinking style e.g an analytical thinker, a practical thinker practical thinker Listening, writing, reading, oral communication skills Listening, writing, reading, oral communication skills Endommunication skills Honest and hard working. Good team member and punctual. Fluent in Bislama, French and English. Fluent in Bislama, French and English. Prepared in the Ministry by Prepared in the Ministry by Name John J. Garoleo Sign Date 02/ 06 /2014 Prepared in the DG that the Post fits with any Corporate Plan, and is required. Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (Job evaluation process). Decision: Approved or Deferred or Amended Date of Decision:	20.4	,	Administration skills
20.5 Thinking style e.g an analytical thinker, a practical thinker, creative thinker 20.6 Communication/ Interpersonal Skills list the skills required of this position communication skills 20.7 Behavioural Competencies refers to the personal attributes or characteristics needed for the position. 20.8 Language "English, French and Bislama" is usual. 20.9 ENDORSEMENT WITH NAME, SIGNATURE AND DATE 21.1 Prepared in the Ministry by Prepared in the Ministry by Certified by or for the DG that the Post fits with any Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Communication kills Listening, writing, reading, oral communication skills Honest and hard working. Good team member and punctual. Fluent in Bislama, French and English. Pluent in Bislama, French and English. Name Josse Dick Joe Sign Date 02/ 06 /2014 Name Sign Date/2014 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). Decision: Approved or Deferred or Amended Date of Decision:			
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20.7 Behavioural Competencies refers to the personal attributes or characteristics needed for the position. 20.8 Language "English, French and Bislama" is usual. 21 ENDORSEMENT WITH NAME, SIGNATURE AND DATE 21.1 Prepared in the Ministry by 21.2 Certified by or for the DG that the Post fits with any Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). 21.4 DECISION OF PUBLIC SERVICE COMMISSION Date of Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Honest and hard working. Good team member and punctual. Honest and hard working. Good team member and punctual. Honest and hard working. Good team member and punctual. Fluent in Bislama, French and English. Pluent in Bislama, French and English. Name John J. Garoleo Sign Date 02/ 06 /2014 Name Sign Date/2014	20.6	Communication/ Interpersonal Skills list the skills	
20.8 Language "English, French and Bislama" is usual. 20.9 Fluent in Bislama, French and English. 21.1 ENDORSEMENT WITH NAME, SIGNATURE AND DATE 21.1 Prepared in the Ministry by 21.2 Certified by or for the DG that the Post fits with any Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). 21.4 DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended (Circle the appropriate Decision)	20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honest and hard working. Good team
20.9 21 ENDORSEMENT WITH NAME, SIGNATURE AND DATE 21.1 Prepared in the Ministry by 21.2 Certified by or for the DG that the Post fits with any Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). 21.4 DECISION OF PUBLIC SERVICE COMMISSION Date of Decision: Approved or Deferred or Amended (Circle the appropriate Decision)	20.8		-
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21.1 Prepared in the Ministry by 21.2 Certified by or for the DG that the Post fits with any Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). 21.4 DECISION OF PUBLIC SERVICE COMMISSION Date of Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Date of Decision:		FNDODSEMENT WITH MARKE	SIGNATURE AND DATE
Corporate Plan, and is required. 21.3 Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Corporate Plan, and is required. Date 02/06/2014 Name Sign Date/2014 Date of Decision:			Name John J. Garoleo Sign
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21.4 DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Circle the appropriate Decision)	21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name Sign
(Circle the appropriate Decision)	21.4	DECISION OF PUBLIC SERVICE COMMISSION	
Name Sign: Date / /2014			Pate of Decision:
		Name Sign:	Date / /2014

	Public Service Commission						
	Job Description Form						
	Ministry to prepare and request Approval by the Publ	Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the					
1	office of the Public Service Commission if you need Job title		Executive Secretary				
2	Post number Allocate the next available number. This number is to be used in all subsequent	3352		o secretary			
3	Level Suggested by Ministry and determined by PSC	Sugg	gestec	d by Director General J Cs 2.6			
4	Ministry	Edu	cation	n			
5	Department			n Services			
6	Location Where the position is located			ım Development Unit			
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 p	rovid DU	e secretarial and office management support services			
8	Key Result Areas (KRAs) refers to general of outcomes or outputs for which the post/role is responsible.	areas	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.			
8.1	Development of annual work plan		9.1	Work plan completed by end of December each year			
8.2	Effective customer services		9.2	Incoming calls and visitors are well managed			
8.3	Typing, filing and recording of all off documents.	fice	9.3	Office documents are well organized and properly recorded.			
8.4	Managing of all office stationeries, consumables and equipment.		9.4	Office Stationary are available and Office			
8.5	Ensuring LPOs are provided to suppliers		9.5	equipment are running smoothly. Office supplies and services are received			
8.6	Assist with workshop and meeting catering		8.6	Workshops and meetings are catered for			
8.7	Administration of tasks within his/h	er	9.7	Administrative tasks within his /her area			
	area of competence including time	g time		of competence are carried out			
	management and staff attendance			 Staff attendance and time is managed 			
				 Stationary list is up-dated and books are 			
				binded.			
				Report collated and delivered on time to			
				stakeholders			
10				with an action word; more important ones first; less than 10; cover main reas to think of include policy/ research/ advice, preparing reports; external must achieve. For lower level jobs it will be more specific e.g. deliver,			
10.1	Develop and follow annual work plan	า					
10.2	Managing the incoming calls and vis	itors					
10.3	Maintaining a comprehensive filing s	ysten	 1.				
10.4	Ensure prompt despatching of outwa	ard co	rresp	ondences			
10.5	Maintaining a record of all inward an	d out	ward	mail.			
10.6	Ordering, storing and issuing supplie	s of c	ffice	stationery and cleaning materials for EAU.			
10.7	Assist with the payment of office sup	plies	and s	services			
10.8	Assist with workshops travelling, boo	kings	and	catering			
10.14	Establishment and operation of offic	e mar	nager	ment routines and procedures including time and			
10.0	attendance management and leaves	and o	other	entitlements			
10.9	Performing other duties as may be specified by the PEO Examination and Assessment Unit.						

11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	PEO EAU		
13	Frequent Internal Personal Contacts	14	Occasional Internal Personal Contacts
	with("Internal" means within the Ministry)		with
	All CDU staff		
15	Frequent External Personal Contacts	16	Occasional External Personal Contacts
	with ("External" means other Ministries and the community)		with
	Teachers, Head Teachers and Principals,		DoE staff & Clients
	Provinces		
17	Impact of Decisions (a) Think of the decisions this Post mal 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.	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Must be able to work on weekends and after working hours.
19	Reason for Seeking Approval (e.g.; Routine Revision	of	Existing post which amalgamates the
	Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		responsibilities of the Executive Officer
20	CRITERIAS TO BE SEI	EC'	TED FOR THIS POST
	(Allow for some on -the-job training to bring outsiders up to standard at education is only one indicator of capability to do the job.)	nd do n	not unnecessarily bias the Post to certain people. Remember
20.1	Qualification the required qualification for the job e.g certificate		Minimum Year 10 certificate
	diploma, degree	"	Year 13 certificate desirable
20.2	Special Business Education refers to the field of study t	hat	Secretarial studies
	would be preferable		
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 leadership, communicating, advising, managing resources, writing report advising clients, doing similar type of work etc	in ts,	2 years' experience in a similar post
20.4	Special Skills e.g. vehicle license, driving record, computer work excel etc	d/	Computer Literate & clerical skills
20.5			Adequate command of English/French
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker		Practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	s	Must be able to interact with other people.
20.7	Behavioural Competencies refers to the personal attributor characteristics needed for the position.	tes	Honest, hardworking and team work.
20.8	Language "English, French and Bislama" is usual.		English/French or Bislama
21	ENDORSEMENT WITH NAM	ME,	SIGNATURE AND DATE
21.1	Prepared in the Ministry by		Name John J. Garoleo 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
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).		Date 02/06/2014 Sign Name Date / 2014
21.4	DECISION OF PUBLIC SERVICE COMMI		
	Decision: Approved or Deferred or Amended		ate of Decision:
	(Circle the appropriate Decision)		

	Public Service Commission					
	J	Job Description Form				
	Ministry to prepare and request Approval by the Pub	ablic Service Commission. Please contact the Performance Improvement Unit Staff of the				
1	Job title			ing this form.		
2	Post number Allocate the next available	 		by Director GeneralCs2.8		
	number. This number is to be used in all subsequent correspondence relating to this post.					
3	Level Suggested by Ministry and determined by PSC	300				
4	Ministry		catio			
5	Department	_		the Director General		
<u>6</u>	Location Where the position is located		<u>t Vila</u>			
	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	effic adm	ciently inistra	that the Office of the Director General functions and effectively, providing prompt professional ative support to alleviate the workload of the General to better serve delivery to stakeholder		
				nd clients and coordinating all aspects of the		
				peration.		
8	Key Result Areas (KRAs) refers to general of outcomes or outputs for which the post/role is responsible.		9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.		
8.1	Management of diary, appointment and meeting schedule for the Director Gene	eral	9.1	90% of appointments and meetings schedules are recorded 2 days earlier/before the meeting		
8.2	Drovide and efficient of the trans			2) DG is satisfied (Yes/No)		
8.2	Provide and efficient, professional daily secretarial and administrative service to the Director General		9.2	100% of External phone calls are answered prompt and professionally, (Yes/No), Filling Register secure and up-to-date with readily located documents using MoE's standard or uniform filling index,		
				Incoming correspondences registered and filled,		
				Preparation and dissemination of approved minutes		
				Director General's schedule and work load is well managed and balanced		
8.3	Director General's Office budget is monitored		9.3	Monthly financial report submitted to the DG by the end of each month		
8.4	Effective and efficient (logistics) services including travel and transport arrangement to the Office of the Director General	s ents	9.4	Bookings, flight itinerary and accommodation arrangement are finalized and confirmed 2 days prior to the departure date (Yes/No)		
8.5	hard and e-copy filing system is maintain and protected	ined	9.5	6 monthly report on the arrangement of the system		
8.6	Report collated and delivered on time to		9.6	Number Stakeholder being served with the report on		

	stakeholders		time	9	
8.7	Administration of tasks within his/her	9.7		Administrative tasks within his /her	
	area of competence including time			area of competence are carried out	
	management and staff attendance			Staff attendance and time is managed	
				• Stationary list is up-dated and books are	
				binded.	
			Rei	port collated and delivered on time to	
			1	keholders	
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	Managing diary, appointment and meeting schaccordance with his/her work priorities	nedule	and a	arrangements for the Director General in	
10.2	Provide an efficient, professional daily secreta	arial an	d adr	ninistrative service to the Director General	
10.3	Manage all internal and external contacts with				
	correspondence, telephone, personal and all required.			•	
10.4	Assist the Director General to assign work wit behalf.	hin the	Offic	e and to follow-up the progress of work on his/her	
10.5	Manage all aspects of the budget of the Office	of the	Dire	ctor General.	
10.6	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.				
10.7	Ensure that all services including travel and transport arrangements to the Office of the Director General and MoE are delivered efficiently and effectively.				
10.8	Arrange high level meetings and functions and	take i	ninut	es of meetings as required.	
10.9	Oversee the work of the Typist/Filing Clerk to ensure that all files and other records are up-to-date and in good order.				
10.10	Oversee and maintain and efficient, secure central hard and e-copy filing system for sensitive documents for the MoE				
10.11	Provide quality services to all external and inte	ernal cl	ients		
10.12	Establishment and operation of office manage	ment r	outine	es and procedures.	
10.13	Provide operation and control responsibility for	r the of	fice e	equipment of the Director General.	
10.14	Carrying out of administrative tasks within his/her area of competence including facilitating the preparation				
10 14	of reports	-	-		
10.14	establishment and operation of office ma	ınager	nent	routines and procedures including time and	
10.15	attendance management and leaves and				
11	Carry out other duties as directed by the Direct	tor Gei		······	
1.1	Reports directly to Title of Post and Level only Director General of Education		12	Directly supervises Title of Posts and level if any	
13	Frequent Internal Personal Contacts		14	Typist/Filing Clerk	
10	with("Internal" means within the Ministry)		14	Occasional Internal Personal Contacts with	
	Minister and political advisers, Director C	enera	l,	National Education Advisory Board,	
	Secretary, TSC and Directors, MoE office	rs	<i>'</i>	National Education Commission	
	<u> </u>			Provincial Education Boards	
15	Frequent External Personal Contacts		16	Occasional External Personal Contacts	
	with ("External" means other Ministries and the commun	uty)		with	
	Other Government Ministries and Departr	nents		Office of the President	
	Members of the Teaching Service			Office of the Prime Minister	

17	Impact of Decisions (a) Think of the decisions this Post makes	Indirectly has an impact on Director
	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.	General's decision making in many areas.
	(b) If the Post has a significant Financial Delegation to commit funds the	Is required to ensure the smooth
	amount should also be stated.	functioning of the Direct General's Office
		which also has an impact on the Ministry's
		external relationships.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Must be able to meet set targets
19	Reason for Seeking Approval (e.g.; Routine Revision of	New post. This position replaces in part the
	Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and	post of Personal Assistant to the Director
	responsibilities)	General approved in 2001 and which has been
		deleted from the proposed structure.
20	CRITERIAS TO BE SELEC	
40.4	(Allow for some on -the-job training to bring outsiders up to standard and do 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	Diploma or a degree would be an
20.2		advantage.
20.2	Special Business Education refers to the field of study that	Management and Public Administration or any
40.5	would be preferable	relevant qualification
20.3	Experience e.g. number of years or level of experience in	A minimum of 5 years in office
	filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports,	management, either in a private or public
	advising clients, doing similar type of work etc	organization
20.4	Special Skills e.g. vehicle license, driving record, computer word/	High level communication and
	excel etc	interpersonal skills.
		The ability to deal sensitively and tactfully
		with people at all levels is essential.
		Ability to maintain confidentiality.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker	
20.6	Communication/ Interpersonal Skills list the skills required of this position	
20.7	Behavioural Competencies refers to the personal attributes	Must be reliable, have a good character and
	or characteristics needed for the position.	be able to maintain confidentiality.
20.8	Language "English, French and Bislama" is usual.	English and French as well as Bislama
21		
21.1	Prepared in the Ministry by	Name John J. Garoleo Sign
21.2	Cartified by an fan the DC	Date 02/ 06 /2014
41.4	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign
21.3		Date 02/06/2014
41. J	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name Sign
21.4	DECISION OF PUBLIC SERVICE COMMISSI	Date / /
	DELVIOR COMMISSI	
	Decision: Approved or Deferred or Amended (Circle the appropriate Decision)	Pate of Decision:
	Name Sign	Date / /2014
	, Oign	Date / /2014