

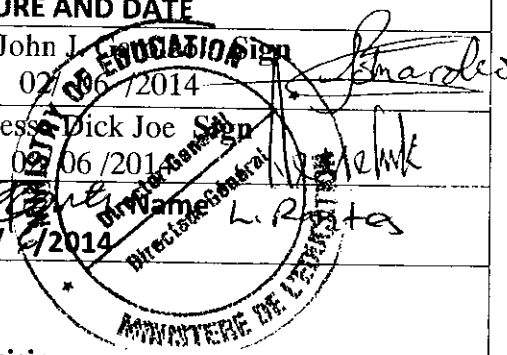
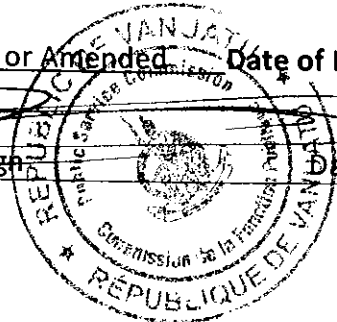
Public Service Commission Job Description Form

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.

1	Job title	Editors		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3337 - 3338		
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General.....I As 3.0		
4	Ministry	Education		
5	Department	Educational Services		
6	Location Where the position is located	Curriculum 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 edit all materials ready for publication.		
8	Key Result Areas (KRAs) refers to general areas 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	Develop annual work plan for formatting of books	9.1	Work plan developed and followed	
8.2	Responsible for editing of curriculum documents and support materials	9.2	School materials are edited and published.	
8.3	Ensure harmonisation of both versions of curriculum documents and resources	9.3	Documents are aligned	
8.4	Ensure copyright protocols and procedures are adhered to in the development of all materials	9.4	Copyright is not breached	
8.5	Liaise with coordinators to ensure that the editing and publishing protocols are adhered to.	9.5	Editing guidelines are met	
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			
10.2	Reading all drafts of learning and teaching materials and advising authors on design, structure, style and language.			
10.3	Directing and supervising the work of the Book Designers and Graphic Designers.			
10.4	Proofreading and editing all materials to the publishing standards, in accordance with the CDU's in-house style.			
10.5	Advising on publishing requirements and on the acquisition of rights to republish materials.			
10.6	Working collaboratively with coordinators and other relevant stakeholders			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	Senior Curriculum Officer		Book Designers and Graphic Designers	
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...	
	Book Designers, Graphic Designers, Coordinators		All CDU staff	

	and Chief of panels	
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Contracted personnels to prepare texts, graphics or translation; DOE IT section	Print houses, sources of information publications, consultants
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Publication of quality educational materials
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Travelling/Must be able to work on weekends and after working hours.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Existing post
20	CRITERIAS TO BE SELECTED FOR THIS POST (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Certificate in Education
20.2	Special Business Education refers to the field of study that would be preferable	Teaching Experience with a good command of either French or English language
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	5 years experience the same job
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, practical and creative thinker.
20.6	Communication/ Interpersonal Skills list the skills required of this position	Must be able to interact with other people.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Cooperative, reliable, hard working, trustworthy, team work
20.8	Language "English , French and Bislama" is usual.	English or French
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John L. [Signature] Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jess Dick Joe [Signature] Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign [Signature] Date 21/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision:	
	(Circle the appropriate Decision)	
	Name LAURENT REP Signature [Signature] Date 21/06/2014	



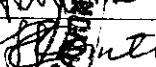

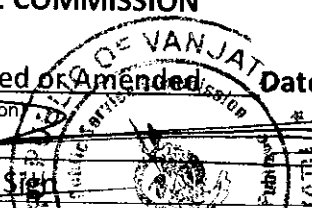
**LAURENT REP
SECRETARY
OPSC**



Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need help completing this form.

1	Job title	Graphic Artist (2 positions)		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3339 – 3340		
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General... AEA J Cs 2.6		
4	Ministry	Education		
5	Department	Education Services, Curriculum Development Centre		
6	Location Where the position is located	Port Vila		
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To provide high quality graphics for curriculum materials, other MoE publications and examination papers.		
8	Key Result Areas (KRAs) refers to general areas 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	Develop annual work plan for formatting of books	9.1	Work plan completed and implemented by beginning of each year	
8.2	Consult with writers and coordinators for graphic details	9.2	Artist's brief signed off by writers and coordinators	
8.3	Produce photographs	9.3	Photos are completed	
8.4	Scanning of graphics	9.4	Graphics are scanned into papers	
8.5	Preparation and production of draft and finalised graphics in the design programs	9.5	<ul style="list-style-type: none"> • Graphics are drafted. • Graphics are finalised in the designed programs 	
8.6	Graphics are graphed in books	9.6	Curriculum materials are completed with graphic designed	
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 annual work plan based on the actual completion and publication of curriculum materials for design			
10.2	Consult with Coordinators and Writers for the details of graphics.			
10.3	Drawing high quality graphics for inclusion in CDU publications			
10.4	Prepare high quality graphics for inclusion in CDU publications			
10.5	Scan, clean, reduce/enlarge and adjust the tone level of submitted photographs, diagrams, drawings and other graphics, ready for placement in a document.			
10.6	Produce the final version of graphics in the design program used			
10.7	Work with Book Designers to place the graphics into documents			
10.8	Identify, collect and file for future use suitable graphics from within and outside the CDU			
10.9	Prepare finalised graphics for inclusion in the books by the Books Designer			
10.11	Carrying out other tasks as required by the SEO and PEO.			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	Editor/Desktop Publishers		SEO Curriculum Officer	

13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Other production staff, officers of the Division		Other MoE
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Chief Examiners, Curriculum Writers		Heads of Subject panels
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.		Publications are well illustrated
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Able to work overtime
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		Existing post. Work volume requires creation of another post with the same duties and at the same level
20	CRITERIAS TO BE SELECTED FOR THIS POST (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)		
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...		Year 10 certificate with experience Year 13 certificate will be desirable
20.2	Special Business Education refers to the field of study that would be preferable		Diploma in Graphic Designer
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		2-3 years' experience as a graphic artist
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Artistic Skills, Computer aided drafting skills highly desirable
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		Must be able to interact with other people
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.		Honest, hardworking and team work
20.8	Language "English , French and Bislama" is usual.		English or French and Bislama
20.9			
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
21.1	Prepared in the Ministry by ...	Name John J. Caroleo	Sign 
		Date 02/06/2014	
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe	Sign 
		Date 02/06/2014	
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Raut	Sign 
		Date 24/6/2014	
21.4	DECISION OF PUBLIC SERVICE COMMISSION		
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision:		
	(Circle the appropriate Decision)		
	Name LAURENT REP	Sign 	Date 27/06/2014
			

**LAURENT REP
SECRETARY
OPSC**