

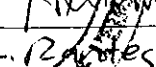


Public Service Commission Job Description Form

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	Desktop Publisher		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3341 – 3342		
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General ... As 3.0		
4	Ministry	MOE		
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 design high quality materials		
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	Development of annual work plan for formatting of books	9.1	Work plan developed and followed	
	Development appropriate style templates according to in-house style to suit audiences		Style templates are developed according to in-house style	
8.2	Well establish designing layout of books according to in-house style.	9.2	Books are designed following in-house style.	
8.3	Effective placing of graphics appropriately within a book	9.3	Graphics are placed within a book	
8.4	Effective reformatting of non-formatted books.	9.4	Non-formatted books are designed following in-house style.	
8.5	Entering of revisions into existing books.	9.5	Revisions are entered into existing documents.	
8.6	Ensuring all details on the cover of the books are correct	9.6	Cover details and consistent with agreed format	
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	Develop appropriate style templates for different book which comes to the publication section for designing.			
10.3	Designing all books and materials in the designing program following the CDU in-house style.			
10.4	Placing the graphics into the designed documents.			
10.5	Prepare a printout for proofreading.			
10.6	Entering revisions into existing documents.			
10.7	Printing final copies of materials ready for printing.			
10.8	Typing non formatted books into Microsoft Word.			
10.9	Reformatting books following in-house style.			

10.10	Scanning graphics/pictures.	
10.11	Placing of graphics into formatted books.	
10.12	Work with PEO and SEO to enter correct details on the cover of books eg. Call number, ISBN no, etc.	
10.13	Prepare hard and soft copy of books to take to print houses.	
10.14	Carrying out other responsibilities as may be directed by the PEO.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Editor	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Graphic Designer, Coordinators	Other CDU staff
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Chief of 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.	Production of good quality materials.
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 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...	Year 12 with experience Year 13 will be desirable
20.2	Special Business Education refers to the field of study that would be preferable	Typing qualification
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 in the same position
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Design skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Creative
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.	French/English
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 Hick 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).	Sign  Name L. P. Jones Date 24/6/2014*

21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: <small>(Circle the appropriate Decision)</small> Name _____ Sign _____ Date <u>27/06/2014</u>
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**LAURENT REP
SECRETARY
OPSC**

