

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	Distribution Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3348		
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General..... J Cs2.6		
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 ensure the proper storage operational, maintenance and efficient distribution of curriculum materials to schools.		
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	Processing incoming book orders	9.1	Books are packaged and sent to all schools.	
8.2	Packaging of books.	9.2	Book packaged by order completed in time	
8.3	Dispatching to Provincial centres/schools.	9.3	Books are dispatched to schools	
8.4	Unloading of materials	9.4	Materials printed or arrived of overseas are unloaded	
	Keep update record of books despatched and books in stock.		Keep an updated data and registry of books printed and distributed by province/ schools. Records are kept save	
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 the incoming book orders.			
10.2	Prepare the books for packaging.			
10.3	Liaise with Secretary typist for payment of the books.			
10.4	Package the books ready for dispatching.			
10.5	Transporting packaged books to ships or airports.			
10.6	Unloading and storing materials arriving from the printers or from overseas.			
10.7	Make copies of books where necessary and assist with photo-coping.			
10.8	Keeping proper records and registry of books dispatched			
10.9	Carrying out any other duties as required by SEO and PEO.			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	Office Manager		None	
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...	
	Printer and Coordinators		Other CDU and Exams staff, PEOs, Head teachers, principals	
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...	

	Airports staff and shipping agencies	
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.	Books are distributed efficiently.
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)	
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
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 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
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Driving license, computer skills 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.	Commitment, Hardworking, Trustworthy and Team work
20.8	Language "English , French and Bislama" is usual.	English/French or Bislama
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garote 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 D. 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 <i>[Signature]</i> Name <i>[Signature]</i> Date 27/ 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 <u>LAURENT REP</u> Sign <u>[Signature]</u> Date <u>27/ 6/ 2014</u>	

**LAURENT REP
SECRETARY
OPSC**

