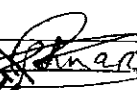

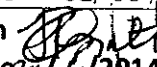

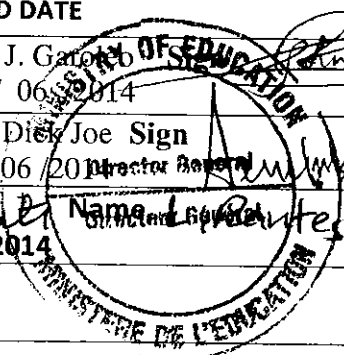


**Public Service Commission
Job Description Form**

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	Driver/Groundsman
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3349
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General.....J Cs 2.2
4	Ministry	Education
5	Department	Education Services, Curriculum Development Unit
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.	The driver is responsible for operating and maintaining CDC vehicle and ensures that the assigned vehicle is used solely for official business. He further ensure that the CDC compound is clean and tidy at all time
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	Manage official trips and delivery of correspondences	9.2 Trips are made in a systematic and efficient way
8.3	Effective maintenance and safety of vehicle	9.3 Vehicle is maintained and cared for in accordance to Ministry's standards and national laws
8.4	Cleanliness and tidiness of CDC office compound	9.4 Compound is cleaned and tidy daily
8.5	Beautification of CDC office compound	9.5 Compound is beautified daily
8.6	Delivery of school stationery including other items.	9.6 School stationery are delivered to appropriate schools.
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	Carry out booked trips as assigned according to standard rules and laws	
10.3	Maintain the vehicle in the most economical way	
10.4	Distributes and handles correspondences with care	
10.4	Maintain the office grounds clean and tidy.	
10.5	Keep records of all trips.	
10.6	Carrying out other duties as required by the PEO.	
10.6	Maintains the compound, clean and healthy	
10.7	Carry out other assigned tasks	
10.8	Deliver school stationery including other items to school within Efate and to other provinces	
10.9	Carry out other duties as directed by the PEO or Director	

11	Reports directly to Title of Post and Level only PEO	12	Directly supervises Title of Posts and level if any None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) Passengers	14	Occasional Internal Personal Contacts with... Other officers of the unit
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Ministry officials	16	Occasional External Personal Contacts with... Others
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.		Existing positions
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Able to work in weekends
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)		Sustaining performance
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...	Driver's Licence and Good Health	
20.2	Special Business Education refers to the field of study that would be preferable	Enough Education	
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	At least good record of driving over 2 years	
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Valid Driver's Licence, Good relations	
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	Able to deal/interact with others	
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Good Humour, Not an alcoholic, Not Smoker, Have no social problem	
20.8	Language "English, French and Bislama" is usual.	French, English, Bislama, Some Sign Language	
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
21.1	Prepared in the Ministry by ...	Name John J. Gato	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 Jesse 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 	Name and Surname 
		Date 29/6/2014	
21.4	DECISION OF PUBLIC SERVICE COMMISSION		



Decision: Approved or Deferred or Amended Date of Decision:

(Circle the appropriate Decision)

Name

Sign

Date 27/06/2014

**LAURENT REP
SECRETARY
OPSC**

