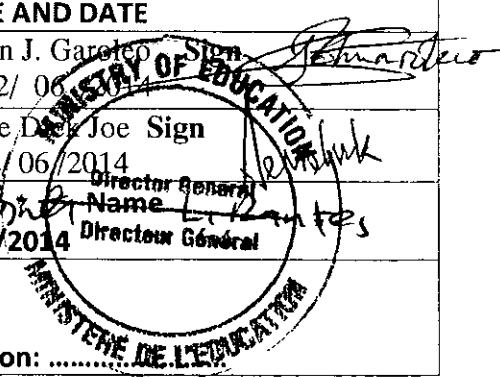


**Public Service Commission
Job Description Form**

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	Cleaner	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3350	
3	Level Suggested by Ministry and determined by PSC	As suggested by the Director GeneralL Bs 1.7	
4	Ministry	Education	
5	Department	Education Service, Curriculum	
6	Location Where the position is located	Ministry of Education, 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 ensure proper cleanliness and high standard of hygiene is maintained	
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
	Manages standard of cleanliness of office		Office spaces are kept clean and tidy
8.2	Beautification of office	9.2	Office is decorated with flowers and plants
8.3	Assist Secretary Typist and others when required	9.3	Assists secretary typist
8.4	Prepares refreshments for workshops, meetings and trainings	9.4	Refreshment provided
8.5	Assist with meals provided workshops, meetings and trainings	9.5	Meals provided
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	Ensuring cleanliness and tidiness of office – sweep, mop, dust and wipe.		
10.2	Ensure toilets, wash basins, kitchen and general office environment is clean and tidy		
10.3	Floors are swept, scrapped and mopped.		
10.4	Assist in filing and clerical work		
10.5	Fills in for secretary/receptionist when absent		
10.6	Prepare refreshments and meals during meetings, workshops, etc		
10.7	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
	PEO Curriculum and Assessment		Nil

13	Frequent Internal Personal Contacts with... (“Internal” means within the Ministry)	14	Occasional Internal Personal Contacts with...
15	Frequent External Personal Contacts with... (“External” means other Ministries and the community)	16	Occasional External Personal Contacts with...
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.	Maintains cleanliness of office	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Able to work overtime, 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)	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	
20.2	Special Business Education refers to the field of study that would be preferable	Year 10	
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 Years in similar work Smart and willing to learn	
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Innovative and charisma	
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Practical	
20.6	Communication/ Interpersonal Skills list the skills required of this position	Able to interact with people	
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Committed, trustworthy	
20.8	Language “English , French and Bislama” is usual.	Bislama	
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
21.1	Prepared in the Ministry by ...	Name John J. Garoteo Sign <i>John J. Garoteo</i> 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 De Joe Sign <i>Jesse De Joe</i> 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>L. Bantjes</i> Date 27/6/2014	
21.4	DECISION OF PUBLIC SERVICE COMMISSION		
Decision: <u>Approved or Deferred or Amended</u>		Date of Decision:	



(Circle the appropriate Decision)

Name

**LAURENT REP
SECRETARY
OPSC**

Sign

Date 27/06/2014

