

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	Executive Secretary		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3352		
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General . . . J Cs 2.6		
4	Ministry	Education		
5	Department	Education 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 provide secretarial and office management support services for CDU		
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	9.1	Work plan completed by end of December each year	
8.2	Effective customer services	9.2	Incoming calls and visitors are well managed	
8.3	Typing, filing and recording of all office documents.	9.3	Office documents are well organized and properly recorded.	
8.4	Managing of all office stationeries, consumables and equipment.	9.4	Office Stationary are available and Office equipment are running smoothly.	
8.5	Ensuring LPOs are provided to suppliers	9.5	Office supplies and services are received	
8.6	Assist with workshop and meeting catering	8.6	Workshops and meetings are catered for	
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	Managing the incoming calls and visitors			
10.3	Maintaining a comprehensive filing system.			
10.4	Ensure prompt despatching of outward correspondences			
10.5	Maintaining a record of all inward and outward mail.			
10.6	Ordering, storing and issuing supplies of office stationery and cleaning materials for EAU.			
10.7	Assist with the payment of office supplies and services			
10.8	Assist with workshops travelling, bookings and catering			
10.9	Performing other duties as may be specified by the PEO Examination and Assessment Unit.			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	PEO EAU			
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...	
	All CDU staff			
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...	
	Teachers, Head Teachers and Principals, Provinces		DoE staff & Clients	

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.	Effective support service to the CDU.
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 which amalgamates the responsibilities of the Executive Officer
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...	Minimum Year 10 certificate Year 13 certificate desirable
20.2	Special Business Education refers to the field of study that would be preferable	Secretarial studies
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' experience in a similar post
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer Literate & clerical skills Adequate command of English/French
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/French or Bislama
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garo 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).	Sign [Signature] Date 24/8/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name _____	Date 24/08/2014

**LAURENT REP
SECRETARY
OPSC**

