

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	Printer/ Driver
2	Post Number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3353
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... J Cs 2.3 811,440
4	Ministry	Education
5	Department	Examinations and Assessment Unit
6	Location where the position is located	(Near Ste Jeanne d'Arc Primary School
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 facilitate all printings of examinations that provided by all levels.
8	Key Result Areas (KRAs) refers to general areas of outcomes of 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	Receiving and delivering mails, Parcels, Examination papers, and other document	9.1 Making sure that all examination mails and other goods are attend to from post Office , airport, and by ships Provide a report
8.2	Printing, photocopying of examinations and other document	9.2 Create a work plan to specify what activities are carry out and provide a record of all printing, photocopying for reporting.
8.3	Taking care of all printing and other printing equipment	9.3 Take appropriate measures to ensure that printing equipment and Vehicle are well look after and workable.
8.4	Filing of original examination materials	9.4 Create a filing system to file the original printing materials
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.	
10.0	Create personal plan to accommodate the two activities	
10.1	Driving the office Vehicle as programmed and provide the services of collecting and distributing mails/workshops	
10.2	Ensuring that Office Vehicle is kept clean and in proper working condition	
10.3	Ensuring the printing/ photocopying of examinations and other document are completed on request	
10.4	Ensuring that printing machines are in proper working conditions during examination printing	
10.5	Ensuring that there is strict secrecy/security confidential for the printing of examination papers	
10.6	Keep a good record and filing of printed of examination materials and other documents	
10.7	Keep the office Maintaining a record of stock of paper and other consumable used for print	
10.8	Report any incident that might disturb the printing	
10.9	Coordinate the purchases of item needs for the printing section.	

10.10	To undertake any duties this may reasonably be regarded as within the nature and grade of the post		
10.11	Be ready to take up other necessary responsibly delegate by the Head of exams		
11.	Reports directly to	12.	Directly
	PEO Exam		
13.	Frequent Internal Personal Contacts with	14.	Occasional Internal Personal Contacts with...
	All examination staff		PEO Exam , Examination ,
15.	Frequent External Personal Contacts with...	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.		All process of Examination printing and photocopying are completed as schedule and on dead lines
18.	Special Conditions e.g. if unusual work hours, equipment or travel is required Prepare to work extra hours, make sure that activities meet deadlines and follow procedures		Computing Overtime / good record in driving Prepare to accept further capacity building
19.	Reason for Seeking Approval (e.g., New Post, Regarding. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		New Posts 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 10/12	
20.2	Special Business Education refers to the field of study that would be preferable Educationist (Advisor/ Principal)	Computers	
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...	3 to 5 years. in the above responsibilities	
20.4	Management/Supervisory skills	Able to initiate planning/Developing responsibilities	
20.5	Special Skills e.g. vehicle license, driving record, and computer word/excel etc...	Possess Driver's License	
20.6	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker...	Analytical thinker, a practical thinker creative thinker etc...	
20.7	Communication/Interpersonal Skills list the skills required of this position	Communicate, Listen actively note taking attain to valid demand or request.	

20.8	Behavioral Competencies refers to the personal attributes or characteristics needed for the position	Dedicated Corporate/vigilant Work and honesty attentive
20.9	Language "English, French., and Bislama" is usual	English/French and Bislama
21.	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by...	Name John J. Garleo 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 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: 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
<p>Decision: <u>Approval</u> or Deferred or Amended Date of Decision:</p> <p>LAURENT REP Name SECRETARY Sign: [Signature] Date 27/06/2014 OPSC</p>		

