

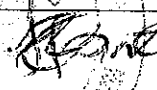
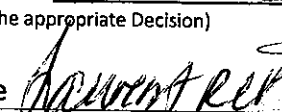


Public Service Commission Job Description Form

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.

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| 1 | Job title | Clerical Officer | |
| 2 | Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post. | 3370 | |
| 3 | Level Suggested by Ministry and determined by PSC | Suggested by Director General . . . J Cs 2.6 | |
| 4 | Ministry | Education | |
| 5 | Department | Examination Unit (Education Services) | |
| 6 | Location Where the position is located | Near Jean St.d Arc. 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 Act as the focal point of financial administration for all EAU internal and external assessments. | |
| 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 | Prepare all EAU Contracts | 9.1 | 100% contracts prepared and signed |
| 8.2 | Commit LPOs and imprest | 9.2 | 100% assist in all LPOs and imprest prepared for travelling and item purchase |
| 8.3 | Process all imprest and LPOs | 9.3 | 100% execute and process all EAU imprest prepared, submitted for approval |
| 8.4 | Process payment | 9.4 | 100% coordinate contract and invoices for all EAU contracted personnel |
| 8.5 | Organize Training and Workshop | 9.5 | 100% coordinate costs and logistics for all EAU training & workshop for approval |
| 8.6 | Manage sorting, packaging and dispatching of assessment materials | 9.6 | 100% coordinate internal and external assessment sorted, packaged and dispatched 100% Candidates scripts received, sorted and dispatched to marking venue 100% Marked Candidate Scripts collected, returned and safely stored for recording and analysis |
| 8.7 | Disposal of used assessment materials | 9.7 | 80% candidate scripts over two years are securely disposed |
| 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 | Liaise with Executive Officer on schools, Bank and finance Cashiers regarding exam levies | | |
| 10.2 | All contracts used for EAU activities comply with EAU Rules and Procedures. | | |
| 10.3 | Prepare contracts, process and follow them up. | | |
| 10.4 | Monitor examiners activities to ensure that they meet timeframe given in the contract. | | |
| 10.5 | Liaise with Executive Officer to identify activities cost breakdown for basic, junior and | | |

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| | senior qualifications. | |
| 10.6 | Coordinate and carry out LPO and impress funding for training, verification & accreditation. | |
| 10.7 | Coordinate travelling arrangements for travelling officers and participants to training. | |
| 10.8 | Ensure all imprest applied for are retired to the responsible authorities. | |
| 10.9 | Process all EAU payments due. | |
| 10.10 | Coordinate the arrangements for all EAU trainings and workshops. | |
| 10.11 | Organise and Supervise bulk assessment materials to be dispatched or collected by EAU. | |
| 10.12 | Supervise safe disposal of candidate scripts of which Titan Analysis has been made. | |
| 10.13 | To undertake any duties this may reasonably be regarded as within the nature and grade of the post | |
| 11 | Reports directly to Title of Post and Level only | 12 Directly supervises Title of Posts and level if any |
| | SEO Exam, | None |
| 13 | Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) | 14 Occasional Internal Personal Contacts with... |
| | All EAU staff | Finance, Finance MOE Staff |
| 15 | Frequent External Personal Contacts with... ("External" means other Ministries and the community) | 16 Occasional External Personal Contacts with... |
| | Finance MOE | School principals and PEO Province |
| 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. | Monitoring Operational financial expenses, Ensures school levies revenue are well coordinate with clear revenue statement develop, (revenue of more that 7 million) ... fund availability for all printing of examination materials . |
| 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 during peak time of heavy work load. |
| 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) | The new post created due to the expansion of the unit activities and financial revenue. |
| 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 or Diploma |
| 20.2 | Special Business Education refers to the field of study that would be preferable | Finance or any related field |
| 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 years experience in all or some of the above duties and responsibilities Able to develop annual budget. Able to interpret finical statement and writing reports. |
| 20.4 | Special Skills e.g. vehicle license, driving record, computer word/ excel etc | Accounting skills Report writing skills Excel Computer Literate skills and Driving |

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| | | licence |
| 20.5 | Thinking style e.g. an analytical thinker, a practical thinker, creative thinker..... | Analytical and practical thinker |
| 20.6 | Communication/ Interpersonal Skills list the skills required of this position | Email, telephone, dialogue and good knowledge of communication skills |
| 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. Garoleo Signature  Date 02/06/ |
| 201421.2 | 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). | Name i. Ranta Signature  Date 9/7/2014 |
| 21.4 | DECISION OF PUBLIC SERVICE COMMISSION | |
| | Decision: <u>Approved</u> or Deferred or Amended Date of Decision: | |
| | (Circle the appropriate Decision) | |
| | Name  Sign | Date 25/08/2014 |

