Public Service Commission Job Description Form Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement 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. 3 Level Suggested by Ministry and determined by PSC 4 Ministry Education 5 Department Cleaning Education Education Services Examinations and Assessment 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. Key Result Areas(KRAs)refers to general areas of outcomes or outputs for which the post/role is responsible. 8.1 A standard cleanliness of the office 8.2 Essential cleaning chemicals and products are stored safely and in supply when in demand. 8.3 Beautify the office interior 9.3 50% of flower arrangement 8.4 Maintain a good healthy environment 9.3 90% of rubbish disposed.	areas of the staff and ice.		
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8.4 Assist and attend to customers 9.4 30% of customer relationship			
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 Create a six months personal work plan from her day today activities			
10.2 Sweep and mob all office rooms			
Dust, Wipe and polish all officers desks			
10.4 Vacuum all rooms that have carpet floor	Vacuum all rooms that have carpet floor		
 10.5 Sweep, Scrap the corridors and the veranda posts 10.6 Sweep, mob and ensure the toilet rooms obtain all it requirements 			
Sweep, mob and ensure the toilet rooms obtain all it requirements.			
	Wet wipe all window frames and louvers		
	Constantly taking care of the Office beautification watered rearranged etc.		
	Arrange and provide decoration flowers in Offices etc.		
10.12 Reporting on any incident that might have the interest to the administration	Carry out instruction given out by the management team and head Office		
Reporting on any incident that might have the interest to the administration			
Answer phone calls, photocopying, filling, recording of mail			
11 Reports directly to Title of Post and Level only Senior Examination Officer 12 Directly supervises Title of Posts at None	and level if any		
12	1.000		
Frequent Internal Personal Contacts with("Internal" means within the Ministry) 14 Occasional Internal Personal with	ii Contacts		
All EAU staff Other MOE Staff			
other MOL Start			
Frequent External Personal Contacts with ("External" means other Ministries and the community) 16 Occasional External Personal With	al Carta et		
Other MOE Staff Others	al Contacts		

17	Impact of Decisions (Arrest		
.,	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 EAU.	
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 amalgamate the responsibilities of the cleaner	
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 6	
20.2	Special Business Education refers to the field of study that would be preferable	Experience and fair knowledge of cleaner activities.	
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	Clerical skills & basic computer skills	
20.5	Thinking stylee.g an analytical thinker, a practical thinker, creative thinker	Practical thinker	
20.6	Communication/ Interpersonal Skillslist 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	
<u> 21</u>	ENDORSEMENT WITH NAME, SIGNATURE AND DESCRIPTION X		
21.1	Prepared in the Ministry by	Name John J. Goldo Sign	
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Diet Joe Sign Date 02/06/2014 Sign Name L 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign Conta Name L. Zanas	
21.4	DECISION OF PUBLIC SERVICE COMMISSION Date of C/2014 MISTERE OF THE OF		
	(Circle the appropriate Decision)	A Decision:	
	SECRETARY OPSC	Date 27/06/2014	
	OPSC OPSC	(# / 5)	
	OPSC	EDE	

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