

## 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.

<b>1</b>	<b>Job title</b>	<b>Cleaner</b>		
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3371		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggested by Director General . . . Bs 1.7		
<b>4</b>	<b>Ministry</b>	Education		
<b>5</b>	<b>Department</b>	Education Services		
<b>6</b>	<b>Location</b> Where the position is located	Examinations and Assessment Unit		
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To maintain a clean working environment in all areas of the interior office with the key aim of enhancing the staff and customers experience of a clean and pleasant office.		
<b>8</b>	<b>Key Result Areas</b> (KRAs)refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators</b> (KPIs)refers to the quantifiable measurements that reflect the critical success of the KRAs.	
<b>8.1</b>	A standard cleanliness of the office	<b>9.1</b>	80% of the offices are attended to and a strategic work plan is created.	
<b>8.2</b>	Essential cleaning chemicals and products are stored safely and in supply when in demand.	<b>9.2</b>	80% of cleaning items are stored in safe storage, recorded and in supply.	
<b>8.3</b>	Beautify the office interior	<b>9.3</b>	50% of flower arrangement	
<b>8.3</b>	Maintain a good healthy environment	<b>9.3</b>	90% of rubbish disposed.	
<b>8.4</b>	Assist and attend to customers	<b>9.4</b>	30% of customer relationship	
<b>10</b>	<b>Duties and responsibilities</b> <i>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.</i>			
<b>10.1</b>	Create a six months personal work plan from her day today activities			
<b>10.2</b>	Sweep and mob all office rooms			
<b>10.3</b>	Dust, Wipe and polish all officers desks			
<b>10.4</b>	Vacuum all rooms that have carpet floor			
<b>10.5</b>	Sweep, Scrap the corridors and the veranda posts			
<b>10.6</b>	Sweep, mob and ensure the toilet rooms obtain all it requirements.			
<b>10.7</b>	Wet wipe all window frames and louvers			
<b>10.8</b>	Constantly taking care of the Office beautification watered rearranged etc.			
<b>10.9</b>	Arrange and provide decoration flowers in Offices etc.			
<b>10.11</b>	Carry out instruction given out by the management team and head Office			
<b>10.12</b>	Reporting on any incident that might have the interest to the administration			
<b>10.13</b>	Answer phone calls, photocopying, filling, recording of mail			
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b>	<b>Directly supervises</b> Title of Posts and level if any	
	Senior Examination Officer		None	
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b>	<b>Occasional Internal Personal Contacts with...</b>	
	All EAU staff		Other MOE Staff	
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b>	<b>Occasional External Personal Contacts with...</b>	
	Other MOE Staff		Others	

17	<b>Impact of Decisions</b> (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	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Must be able to work on weekends and after working hours.
19	<b>Reason for Seeking Approval</b> (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	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b> (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	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Minimum Year 6
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Experience and fair knowledge of cleaner activities.
20.3	<b>Experience</b> 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	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Clerical skills & basic computer skills
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Must be able to interact with other people.
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Honest, hardworking and team work.
20.8	<b>Language</b> "English , French and Bislama" is usual.	English/French or Bislama
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Gaudle Sign <i>[Signature]</i> Date 02/06/2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>[Signature]</i> Date 02/06/2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign <i>[Signature]</i> * Name L. R. ... Date 27/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: Approved or Deferred or Amended (Circle the appropriate Decision) _____ Date of Decision: _____  Name <b>LAURENT REP</b> Sign <i>[Signature]</i> Date 27/06/2014 <b>SECRETARY</b> <b>OPSC</b>	

