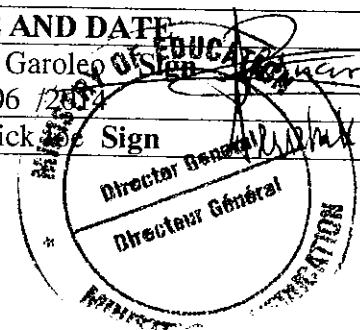


## Public Service Commission Job Description Form

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>Provincial Maintenance Officer (6 positions).</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.	<b>3384-3389</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for the Director General ... I As 3.0</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Education Services</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Provinces</b>	
<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 plan, co-ordinate, supervise and carry out maintenance and project work in the province and schools.	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Administer Provincial Facilities functions	<b>9.1</b>	Provide quarterly report on <ul style="list-style-type: none"> <li>• Maintenance plan</li> <li>• Project Plan</li> </ul>
<b>8.2</b>	Asset survey education office and school	<b>9.2</b>	50% of school have been survey
<b>8.3</b>	Maintaince of school buildings	<b>9.3</b>	60% of schools have been carried out their maintaince
<b>10</b>	<b>Duties and responsibilities</b> 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.		
<b>10.1</b>	To produce and co-ordinate schools maintenance and project plans in line with the Government and MOE policy directives and requirements of the Provincial Education Board.		
<b>10.2</b>	To carry out, co-ordinate and supervise the maintenance works program and building construction in schools.		
<b>10.3</b>	To produce architectural plans of any type of new schools and office buildings		
<b>10.4</b>	To assist in the production of standardised school mapping documentation.		
<b>10.5</b>	To assist communities in project conception, draft and implementation including awareness income generating and work plan.		
<b>10.6</b>	To train supervise and assess schools maintenance officers (handyman) on all works related to schools environment and building development.		
<b>10.7</b>	To provide accurate reports on damages cause by natural disasters including cost.		
<b>10.8</b>	To assist in the procurement and keeping provincial and schools assets registry.		
<b>10.9</b>	To assume all other duties as directed by the Director General.		
<b>10.10</b>	Repair furnitures		
<b>10.11</b>	Renovating of Education office		
<b>10.12</b>	Renovating of Education Staff houses		

10.13	Creating Quotation of materials	
10.14	Preparing price lists from Hardware	
10.15	To assist communities in project conception draft and implementation including awareness, income generating and work plan.	
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	<b>Provincial Education Officer</b>	
	Provincial education officer	
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	Provincial staff and Moe staff	teachers.
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	School and communities .	supplies
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.	Improvement of school physical condition
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	.prepare to work over time and on weekends
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)	Exiting post
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...	Certificate
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Building construction
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	5 year experience in architectural and building construction
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Architectural supervision planning and reporting skills Able to work with people and be dynamic
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Critical and analytical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Good communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Dedicate and trustworthy
20.8	<b>Language</b> "English , French and Bislama" is usual.	English or French and Bislama.
20.9		
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Date 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any	Name Jesse Dick Sign



	Corporate Plan, and is required.	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>P. Banti</i> Sign <i>L. Rantes</i> Date <i>24/6/2014</i>
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  <b>Decision:</b> <u>Approved</u> or Deferred or Amended <b>Date of Decision:</b> ..... (Circle the appropriate Decision)	
	Name <b>LAURENT REP</b> <b>SECRETARY</b> <b>OPSC</b>	Date <i>27/6/2014</i>

