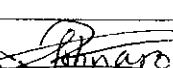

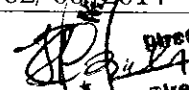


Public Service Commission Job Description Form

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 help completing this form.

1	Job title	Provincial Statistics and Distribution Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3390 – 3395		
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... I As 3.0		
4	Ministry	Education		
5	Department	Education Services		
6	Location Where the position is located	Provinces		
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.	Regular collection, storage, analysis, preparing and reporting periodically on Statistical general data on the provincial education system		
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	Administer Statistics & Distribution Function	9.1	Provide quarterly report on <ul style="list-style-type: none"> • Collection and analysis of statistical • Update postings • Distribution of supplies 	
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	Supervising and operating systematic procedures for the regular collection and analysis of statistical general data on the education system			
10.2	Assisting in updating primary and secondary schools teachers posting, school location and resource map information in the province			
10.3	Preparing analysis and projection of demographic data, school enrolments, and teacher's supply and demand estimates in the province			
10.4	Organise systematic and secure storage of stock			
10.5	On receipt of an properly approved order, select materials, pack, label and prepare them for distribution			
10.6	Return all checked orders to the Provincial Finance and Corporate Officer for invoicing			
10.7	Arrange for the freight of documents as required by the most appropriate means			
10.8	Transport cartons for other islands wharf/airport and assist with loading where necessary			
10.9	Unload, check, record and store materials arriving from the printers or from Port Vila/Santo			
10.10	Carry out any other duties as directed by the Director General			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	PEO Provincial Education			
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...	
	Provincial Finance and Corporate Officer			
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...	
	Airport & Shipping personnel			

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 materials and publications are distributed efficiently
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Able to work overtime as required
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
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	Educational Planning or Education Administration desirable
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	Minimum of 5 years experience in planning, policy analysis or educational research environment; expertise in large-scale education administration would be an advantage
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Statistical expertise; strong interpersonal skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker...	An analytical thinker and practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Dedicated and trustworthy
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	High integrity, professional, diligent, punctual
20.8	Language "English , French and Bislama" is usual.	French, English and Bislama
20.9		
21		
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign 
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Date 02/06/2014 Name Jesse Dickson Sign 
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name:  Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision) Name LAURENT REB SECRETARY OPSC Date 27/06/2014	

