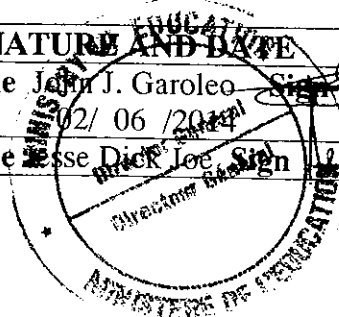


Public Service Commission Job Description Form

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.

1	Job title	Provincial Administration and Finance Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3396 - 3402	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General ... 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.	To supervise and deliver a range of provincial personnel and administrative services and to provide effective and efficient accounting and financial services to the Provincial Education Board.	
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	Management of Provincial staff and teachers Remuneration	9.1	80% of Provincial staff and teachers remuneration completed
8.2	Management of Provincial staff and teachers allowances, entitlements and leaves	9.2	80% of Provincial staff and teacher's allowance and leave completed
8.3	Prepare and develop Provincial Budget	9.3	2014 budget prepared and completed
8.4	Process all Provincial Cheques	9.4	All provincial invoices are settled. Complete payment of all provincial debts.
8.5	Provide up-dated registry, manage all school and office supplies	9.5	Update to date registry is maintained
8.6	Collect and report all income and expenditure	9.6	All income and expenditure are collected and recorded
8.7	Filing and recording of imprest, school and office financial documents	9.7	All imprest, school and office financial documents recorded, filed and retired.
8.8	Training	9.8	90% of training provided to school finance officers and head teachers
8.9	Monitoring and Evaluation	9.9	50% of school finance officer monitored and their performance been evaluated
8.10	Reporting	9.10	Provide monthly, quarterly and annual report on accounting for all imprest, office and school grants
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	Administer/manage provincial staff remuneration		
10.2	Administer/manage teachers remuneration		
10.3	Manage and administer provincial staff and teachers leave, entitlements and allowances within the time line		
10.4	Develop and coordinated Provincial Budget		
10.5	Process and follow up all cheque payments to clients and customers (suppliers)		
10.6	Manage, maintain and register all new and existing assets and office suppliers		
10.7	Coordinate all Provincial income and expenditure on daily basis		

10.8	Record and filed all Provincial financial income and expenditure documents	
10.9	Process, record and file all imprest issued to officers and zca's	
10.10	Develop training guidelines for school finance	
10.11	Facilitate financial management and control training for school finances	
10.12	Monitor and evaluate the performance of school finance officer and head of schools	
10.13	Feedback of school reports of the use of school grant to school finance officers and school heads	
10.14	Filing of school financial reports	
10.15	Identify and conduct refresher training for specific head teachers	
10.16	Provide Provincial monthly, quarterly and annual report to PEO and Finance	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	PEO, Provincial Education Officer	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	PEO Administration	Officers of Ministry of Education central office.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Suppliers of cleaning and toiletry materials and equipment.	
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.	A tidy, clean and good working environment.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Dirty work and overtime.
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...	Primary Education
20.2	Special Business Education refers to the field of study that would be preferable	Certificate in housekeeping provided by a technical institution.
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 cleaning.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Cleaning and in-house decoration skills.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....	Practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Oral Communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Punctual, hardworking and honest
20.8	Language "English , French and Bislama" is usual.	English or French and Bislama.
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Date 02/ 06 /2024
21.2	Certified by or for the DG that the Post fits with any	Name Jesse Dick Joe Date 02/ 06 /2024



	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 L. Rantes Sign <i>[Signature]</i> Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name LAURENT REP Sign <i>[Signature]</i> Date 27/06/2014	

**LAURENT REP
SECRETARY
OPSC**

