

**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	Driver/Groundsman	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3409 – 3413	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General.....J Cs 2.2	
4	Ministry	Education	
5	Department	Education Services, Curriculum Development Unit	
6	Location Where the position is located	Port Vila	
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.	The driver is responsible for operating and maintaining CDC vehicle and ensures that the assigned vehicle is used solely for official business. He further ensure that the CDC compound is clean and tidy at all time	
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	Manage official trips and delivery of correspondences	9.1	Trips are made in a systematic and efficient way
8.2	Effective maintenance and safety of vehicle	9.2	Vehicle is maintained and cared for in accordance to Ministry's standards and national laws
8.3	Cleanliness and tidiness of CDC office compound	9.3	Compound is cleaned and tidy daily
8.4	Beautification of CDC office compound	9.4	Compound is beautified daily
8.5	Delivery of school stationery including other items.	9.5	School stationery are delivered to appropriate schools.
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	Develop and follow annual work plan		
10.2	Carry out booked trips as assigned according to standard rules and laws		
10.3	Maintain the vehicle in the most economical way		
10.4	Distributes and handles correspondences with care		
10.4	Maintain the office grounds clean and tidy.		
10.5	Keep records of all trips.		
10.6	Carrying out other duties as required by the PEO.		
10.6	Maintains the compound, clean and healthy		
10.7	Carry out other assigned tasks		
10.8	Deliver school stationery including other items to school within Efate and to other provinces		
10.9	Carry out other duties as directed by the PEO or Director		

	Driving Education officers		
	Deliver mails		
	College mails and stationary at wharf and airport		
	Maintenance of Malampa Education Office Vehicle		
	Cleaning of Malampa Education Office Vehicle		
	Cleaning of Malampa Education Office Ground		
	Beautification of Malampa Education Office		
	Help secretary to photocopy and dispatching mails		
	Report to Provincial Education Officer damage and travelling		
	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		None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Passengers		Other officers of the unit
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Ministry officials		Others
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.		Existing positions
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Able to work in weekends
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)		Sustaining performance
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...		Driver's Licence and Good Health
20.2	Special Business Education refers to the field of study that would be preferable		Enough Education
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		At least good record of driving over 2 years. Be able to maintain the office boundary clean as required.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Valid Driver's Licence, Good relations
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		Able to deal/interact with others
20.7	Behavioural Competencies refers to the personal attributes or		Good Humour, hardworking and punctual

	characteristics needed for the position.	
20.8	Language "English, French and Bislama" is usual.	French or English and Bislama,
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Gange Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Nick Joe Sign Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign [Signature] Name [Signature] Date 29/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision:	
	(Circle the appropriate Decision)	
	LAURENT REP Name SECRETARY OPSC	Date 29/06/2014

