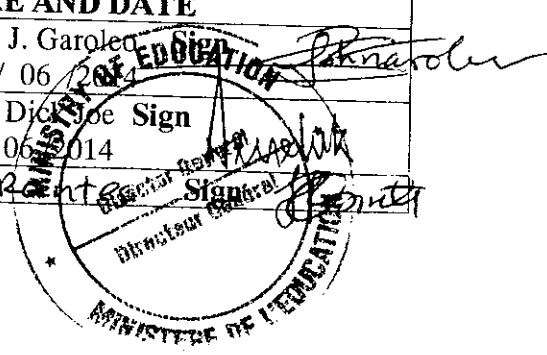


Public Service Commission Job Description Form

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 Secretary Typist/Receptionist		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3415-3420		
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... J Cs2.0		
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 provide secretariat and office management support services for the Director and staff of the Division.		
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	Establishment and operation of office management routines and procedures.	9.1	Office management routines and procedures established and operated.	
8.2	Operation and control of office equipment.	9.2	Office equipment operated and controlled.	
8.3	Maintaining records of correspondences.	9.3	Record of correspondences maintained.	
8.4	Carrying out of administrative tasks within his/her area of competence.	9.4	Administrative tasks within his /her area of competence carried out.	
8.5	Cleaning of Education Office including toilet/conference room	9.5	Regularly cleaning and tidy office.	
8.6	Laundry of table clothing	9.6	Regularly washing of table clothing.	
8.7	Decorating office	9.7	Daily arrangement of flowers.	
8.8	Typing ZCAs reports.	9.8	Regularly typing of reports.	
8.9	Typing Provincial mock exams and Printing for the schools.	9.9	Regularly typing and printing of school documents.	
8.10	Photocopy of Provincial text books and test papers for the schools	9.10	Regularly photo-copying.	
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	Establishing and operating appropriate office management routines and procedures.			
10.2	Typing and writing documents as required.			
10.3	Operating and controlling office equipment, including word processors, microcomputer, fax machines and photocopiers.			
10.4	Maintaining records of all inward and outward correspondences.			
10.6	Setting up and operating an appropriate filing system.			
10.7	Carry out receptionist / telephone duties.			
10.8	The Secretary will also carry out other administrative tasks within his / her area of competence as required			

10.9	Other duties as directed by the Provincial Education Officer.	
11	Reports directly to Title of Post and Level only	
11	Reports directly to Title of Post and Level only Director, Corporate Services.	12 Directly supervises Title of Posts and level if any None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) Director, Corporate Services, other officers within the Division.	14 Occasional Internal Personal Contacts with... Director, other MOE officers.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Other Government Departments and Ministries and the private sector.	16 Occasional External Personal Contacts with... Provincial Education Boards, Education Authorities and schools.
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.	Provincial Education Office runs smoothly and efficiently, with files, papers and documents accessible and up to date.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Some overtime on occasion.
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...	Senior Secondary School Certificate or a certificate.
20.2	Special Business Education refers to the field of study that would be preferable	Typing and office management
20.3	Experience e.g. number of years or level of experience in filing/keybaord 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 - 5 years experience in office administration. Good interpersonal skills.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Public relation and communication skills, high order typing and computer skills.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honest and hard working. Good team member.
20.8	Language "English , French and Bislama" is usual.	Bislama, English and French.
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garolec 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 Dickson Date 02/ 06 2014
21.3	Checked by OPSC for completeness and consistency; check	Name L. Roentgen Date



	structure; confirm Level and Post Number (job evaluation process).	Date / /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 SECRETARY OPSC		Date 29/06/2014

