

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	Executive Secretary		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3501		
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General... J Cs 2.6		
4	Ministry	Education		
5	Department	Tertiary Education		
6	Location Where the position is located	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.	To supervise the work of the Clerk Typist and Office Assistant.		
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	100% of Office management routines and procedures established and operated daily.	
8.2	Operation and control of office equipment.	9.2	90 % Office equipment operated and controlled.	
8.3	Maintaining records of correspondences.	9.3	100 % Record of correspondences maintained.	
8.4	Carrying out of administrative tasks within his/her area of competence.	9.4	90 % Administrative tasks within his /her area of competence carried out.	
8.5	Administration of tasks within his/her area of competence including time management and staff attendance	9.5	<ul style="list-style-type: none"> • Administrative tasks within his /her area of competence are carried out • Staff attendance and time is managed • Stationary list is up-dated and books are binded. <p>Report collated and delivered on time to stakeholders</p>	
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	Secretary to the Scholarships Office (making appointments, arranging meetings, maintaining office diary, booking of rooms)			
10.2	Receptionist –telephone and visitors			
10.3	Data-entry of application data into SRS			
10.4	Provide information to applicants and awardees			
10.5	Word-processing			
10.6	Prepare and register outward mail (envelopes, file copies and registry).			
10.7	Write minutes of staff meetings (every other week)			
10.8	Arrange maintenance and inventory of office equipment			
10.9	Registration of Scholarship Application form			

10.10	Check awardee formalities for immigration (Passport, Visa, Police clearance & Medical Forms)	
10.11	Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements	
10.12	Create P/Files for New Awardees & Do student's files	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Principal Scholarships Officer	Two staff (Clerk Typist & Office Assistant).
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Answering enquires from Govt. departments, awardees, general public	Sponsors, Govt. departments (arranging meetings)
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.	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Normal office Based. Occasional Overtime during peak workload months.
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)	
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...	Year 10
20.2	Special Business Education refers to the field of study that would be preferable	
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 office secretarial/reception experience
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Word Processing, receptionist, data-entry
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	Listening, writing, reading, oral communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Reliability, Attention to detail, Honesty, Discrete.
20.8	Language "English, French and Bislama" is usual.	English, French or Bislama
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign 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 Dick Joe Sign Date 02/ 06 /2014

