

## 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.

<b>1</b>	<b>Job title</b>	<b>Finance and Administration Officer – TVET Centre</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>3521-3526</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General. . . J Cs 2.6</b>	
<b>4</b>	<b>Ministry</b>	Ministry of Education and Training	
<b>5</b>	<b>Department</b>	Tertiary Education	
<b>6</b>	<b>Location</b> Where the position is located	One in each province	
<b>7</b>	<b>Purpose</b> “why this Post exists” this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To support the operations of the provincial TVET Centre through managing all required administration and financial processes.	
<b>8</b>	<b>Key Result Areas</b> (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators</b> (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Logistical support for the coordination of TVET Centre activity.	<b>9.1</b>	<ul style="list-style-type: none"> <li>Officer working closely with TVET Centre staff and providers/technical experts to ensure all logistical requirements of TVET Centre activity across the province is carried out effectively</li> </ul>
<b>8.2</b>	Financial management of all TVET Centre activities	<b>9.2</b>	<ul style="list-style-type: none"> <li>Officer managing all financial processes of TVET Centre activity in line with the TVET Centre Operations Manual</li> </ul>
<b>8.3</b>	Financial reporting to the TVET Centre Manager	<b>9.3</b>	<ul style="list-style-type: none"> <li>Officer providing accurate financial reporting to the TVET Centre Manager in line with the TVET Centre Operations Manual</li> </ul>
<b>8.4</b>	Front office and telephone switchboard management	<b>9.4</b>	<ul style="list-style-type: none"> <li>Officer managing flow of clients through the TVET Centre and phone liaison professionally and in line with TVET Centre Code of Conduct.</li> </ul>
<b>8.5</b>	Management of filing and records system.		<ul style="list-style-type: none"> <li>Filing and record-keeping system is managed in line with the TVET Centre Operations Manual</li> </ul>
<b>10</b>	<b>Duties and responsibilities</b> 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.		
<b>10.1</b>	Ensure the TVET Centre is equipped for the day-to-day operations of the TVET Centre.		
<b>10.2</b>	Maintain the day to day financial management and accounting system in the TVET Centre in line with the TVET Centre Operations Manual.		
<b>10.3</b>	Provide accurate and timely reporting of TVET Centre expenditure and forecasts to the TVET Centre Manager.		
<b>10.4</b>	Manage the transport and logistical requirements of all TVET Centre activity.		
<b>10.5</b>	Ensure record and filing system is effectively managed in line with the TVET Centre Operations		

	Manual	
10.6	Receiving visitors/clients and directing them to appropriate units or officers	
10.7	Assisting in arranging appointments for teachers and clients and liaise with Principal and Coordinators for confirmation	
10.8	Arranging outgoing mails and deliver to the post and appropriate destinations and also arranging incoming mails to appropriate units or officers	
10.9	Operating the main telephone switchboard for incoming and outgoing calls whether locally and internationally.	
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	TVET Centre Manager	None
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	Other TVET Centre staff Trainers and technical consultants	Ministry of Education and Training staff
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	TVET Centre clients, officers in Government Departments, NGOs and private sector visitors and callers, transport and accommodation operators.	None
17	<b>Impact of Decisions</b> (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.	Successful coordination of TVET Centre activity and professional status of TVET Centre operations
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	High levels of public contact.
19	<b>Reason for Seeking Approval</b> (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)	New position within new structure
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b> (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	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Primary Education
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Hospitality and customer services and financial training
20.3	<b>Experience</b> 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 experiences in financial and administration duties.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Good communication skills, computer literate on main software, such as word and excel
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, note taking skill, reading, communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, hardworking and honest.
20.8	<b>Language</b> "English , French and Bislama" is usual.	English or French and Bislama required. Bilingual preferable

21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>[Signature]</i> Date 02/06/2014
	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>[Signature]</i> Date 02/06/2014
	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rante Sign <i>[Signature]</i> Date 24/6/2014
21.2	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision) <b>LAURENT REP</b> Name <b>SECRETARY</b> Date 27/06/2014 <b>OPSC</b>	

