

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.

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| 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. | 3528 | |
| 3 | Level Suggested by Ministry and determined by PSC | Suggested by Director General . . . J Cs 2.6 PSC DECISION | |
| 4 | Ministry | Education | |
| 5 | Department | Tertiary Education | |
| 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. | To ensure that the Unit functions efficiently and effectively by providing prompt professional administrative support to alleviate the workload and better serve delivery of the Unit staff operation. | |
| 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 diary, appointment and meeting schedule for the Unit | 9.1 | Records of correspondences is maintained Photocopies and Binding are completed Conference room, refreshment and lunch are arranged Invitations are sent |
| 8.2 | Efficient administration of professional daily secretarial service to the Unit | 9.2 | Divisional administrative duties are carried out effectively and efficiently Director General's schedule and work load is well balanced, managed and delegated as directed |
| 8.3 | Effective management of all internal and external correspondence | 9.3 | Preparation and dissemination of approved minutes Record of correspondences maintained. |
| 8.4 | Overseeing maintenance of efficient, secure hard and e-copy filing system for sensitive documents for the Unit | 9.4 | Filing Register secure and up-to-date with readily located documents using MoE's standard or uniform filing index Manual filing system (use of arch files) |
| 8.5 | Effective maintenance of sound and up-to-date understanding of the Unit budget | 9.5 | Director General's Office budget is monitored Manual record of LPOs and Purchasing Order forms |
| 8.6 | Effective and efficient (logistics) services including travel and transport arrangements to the Unit | 9.6 | Travel and transport arrangement and other logistics are managed effectively |
| 8.7 | Administration of tasks within his/her area of competence including time management and staff attendance | 9.7 | <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. |
| | | Report collated and delivered on time to | |

| | | stakeholders | |
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| 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 | Managing diary, appointment and meeting schedule and arrangements for the Unit in accordance with his/her work priorities | | |
| 10.2 | Develop annual and assist in the planning and preparation of meetings, conferences and conference telephone calls | | |
| 10.3 | Type confidential/official documents (letter, guidelines etc...) | | |
| 10.4 | Provide and efficient, professional daily secretarial and administrative service to the Unit | | |
| 10.5 | Manage all internal and external contacts with the Unit, including correspondence, telephone, personal and all related enquiries, ensuring follow-up action occurs as required. | | |
| 10.6 | Assist the Director to assign work within the Unit and to follow-up the progress of work on his/her behalf. | | |
| 10.7 | Manage all aspects of the budget of the Unit. | | |
| 10.8 | Maintain a sound and up-to-date understanding of the Unit overall budget in order to provide advice and assistance to the PEO including managing Petty cash flow, LPO and retiring of impress. | | |
| 10.9 | Ensure that all services including travel and transport arrangements to the Unit are delivered efficiently and effectively. | | |
| 10.10 | Arrange Unit meetings and functions and take minutes of meetings as required. | | |
| 10.11 | Ensure that all files and other records are up-to-date and in good order. | | |
| 10.12 | Oversee and maintain and efficient, secure hard and e-copy filing system for sensitive documents for the Unit and file all correspondence | | |
| 10.13 | Provide secretarial training and e-copy archiving to Divisional staff | | |
| 10.14 | Provide quality services to all external and internal clients | | |
| 10.15 | Establishment and operation of office management routines and procedures including time and attendance management and leaves and other entitlements | | |
| 10.16 | Provide operation and control responsibility through a registry list of office equipment and maintain an adequate inventory of office supplies for the Unit. | | |
| 10.17 | Carrying out of administrative tasks within his/her area of competence including facilitating the preparation of reports | | |
| .18 | Carry out other duties as directed by the Director and Director General. | | |
| 11 | Reports directly to Title of Post and Level only | 12 | Directly supervises Title of Posts and level if any |
| | PEO Higher Education. | | None |
| 13 | Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) | 14 | Occasional Internal Personal Contacts with... |
| | Director, Tertiary Education, Other secretaries in the Ministry of Education Staffs of the Policy and Planning Unit | | Directors, other MoE officers. |
| 15 | Frequent External Personal Contacts with... ("External" means other Ministries and the community) | 16 | Occasional External Personal Contacts with... |
| | Other Government Departments and Ministries and the private sector. | | 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. | | Appropriate processes were initiated to ensure better secretarial, clerical and administrative services is provided in an |

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| | | effective and efficient manner to the Policy and Planning Unit. |
| 18 | Special Conditions e.g. if unusual work hours, equipment or travel is required. | Lots of 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) | Job description has been revised and approved |
| 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... | Certificate in Business studies (Secretary and clerical administration) |
| 20.2 | Special Business Education refers to the field of study that would be preferable | Business studies (secretarial administration) |
| 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 – 5 years experience in office administration. Good interpersonal skills. |
| 20.4 | Special Skills e.g. vehicle license, driving record, computer word/ excel etc | Good relation and communication skills, and computer skills. |
| 20.5 | Thinking style e.g an analytical thinker, a practical thinker, creative thinker..... | Analytical, practical thinker and fast learner |
| 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. | Fluent in Bislama, French and English. |
| 20.9 | | |
| 21 | ENDORSEMENT WITH NAME, SIGNATURE AND DATE | |
| 21.1 | Prepared in the Ministry by ... | Name John J. Garleo 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 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. Rante Date 24/6/2014 |
| 21.4 | DECISION OF PUBLIC SERVICE COMMISSION | |
| | Decision: <u>Approved</u> or Deferred or Amended VA Date of Decision: | |
| | (Circle the appropriate Decision) | |
| | LAURENT REP Name _____ Sign _____ Date 27/06/2014 SECRETARY OPSC | |

