

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	Principal Scholarships Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3530	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... So5.0 PSC Decision...	
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 plan and manage the TSCU's personnel, budget and activities. To provide policy advise on scholarship selection and administration to NEC. To administer the short/Long-term training program.	
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	Development and Administration of Scholarship Framework	9.1	Scholarship Framework completed and implemented by 2014
8.2	Development of TSCU budget	9.2	Scholarship activities are well budgeted each year
8.3	Strengthen the office work activities. Set improvement to student filing system where Scholarship Information maintenance system no longer operating since 2006 to current date. Unifying all students' personal record files. It is a big task to clean-up the students' PF. Work still not completed to current date.	9.3	Proper controlled of student personal filing system
8.4	Awarding and administration of scholarship	9.4	Scholarship awards are finalized and provided each year
8.5	Provide Analytical reports and forecast on expected awards for Yr13/Yr14	9.5	Important reports on Expected Candidates for both Vangov/NEC and Donor Partners. <ul style="list-style-type: none"> Prepared analytical assessment report on Year 13 applications to project what would the likely possible candidates expected for AusAID, NZAID, and France Embassy for 2013 intake. This analysis helps to give some

			clear estimates to what Vangov is expected for 2014 intake. This is an ongoing analysis for likely expected number of candidates for 2014.
8.6	Provide continuous support linkages/services in policy matters of importance for TSCU	9.6	Linkages are provided each year
8.7	Communications with Government Institutions, statutory organizations, and private sectors	9.7	Needs and prioritized areas are identified each year before May each year
8.8	Plan/organize travelling with new intake students where necessary	9.8	Students in the study country are visited and their needs are addressed each year
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	Accountable for the planning and management of the Unit's budget, personnel and programs/activities.		
10.2	Develop policies for, provide advice and implement decisions of the NEC regarding the shortlist and ranking applications for long-term scholarships and on requests for award changes and terminations.		
10.3	Administer the short-term training program		
10.4	Liaise with sponsors regarding the availability, administration and terms and conditions of scholarships.		
10.5	Liaise with employers regarding employment opportunities for scholarship graduates.		
10.6	Liaise with the national planning agencies, government and private employers to determine the national training priorities for the selection of awardees.		
10.7	Liaise with, and where necessary visit, regional institutions, regarding the academic and other services provided to awardees.		
10.8	Provide advise to the other committees and boards (e.g. Training Allowances Committee, USP Academic Board)		
10.9	Carry out other duties and responsibilities as directed by the director		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Director, Administration and Finance Services		Secretary/Typist, Information & Counselling Officers, Senior Scholarships Officer, Scholarships Officer, Clerk/Typist, Office Assistant.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
			Heads of other DOE Department
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Applicants, Awardees, Government Departments, Sponsors		Vanuatu and overseas institution
17	Impact of Decisions (a) Think of the decisions this Post makes		Provision of policy and procedural advice

	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.	on the scholarships program to the Director General and to NEC. To maximize the benefits of the funds allocated to the scholarships.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	POE-Scholarship is healthy and fit and able to travel or engage in unusual work hours without any special conditions, except on Saturdays. [Physically/ mentally and socially]. There is no hypersensitivity.
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...	Post – Secondary Education at an overseas university
20.2	Special Business Education refers to the field of study that would be preferable	Management
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	5 years administrative experience preferably in an office with an educational/aid perspective
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Policy Advise, Administrative, Budgeting
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, Attention to detail, Discrete, Reliability.
20.8	Language "English , French and Bislama" is usual.	English, French and Bislama
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 Joe Date 02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign <i>[Signature]</i> Name <i>[Signature]</i> Date 27/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision) LAURENT REP Name SECRETARY Date 27 /06/2014 OPSC		

