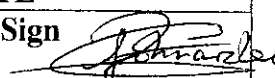
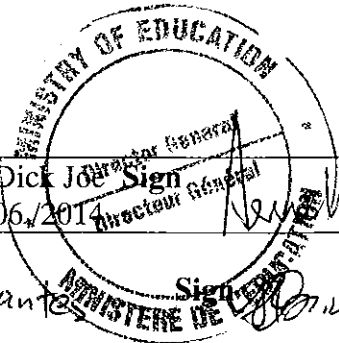


## Public Service Commission Job Description Form

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>SCHOLARSHIP FINANCE OFFICER</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>3532</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by the Director General . . . As 3.3</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Tertiary Education</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Port Vila</b>	
<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 providing effective and efficient management accounting and financial services to TSCU within the Ministry of Education.	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Effective administration of financial services and management of accounting functions within the Division	<b>9.1</b>	Provided monthly reports on <ul style="list-style-type: none"> <li>• Financing of scholarship awards</li> <li>• Financial commitment with institutions and suppliers</li> </ul> All impress relating to VGFS & TSCU
<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>	Assist in performing the financial and management accounting functions within the Ministry.		
<b>10.2</b>	Assist in communicating the accounting policies & standards, and financial responsibilities under the Public Finance & Economic Management Act, to be observed by staff within the Ministry.		
<b>10.3</b>	Assist to ensure compliance with internal procurement procedures.		
<b>10.4</b>	Assist the Principal Scholarships Officer (PSO) & Ministry's Budget Accountant to develop, monitor and review the Vanuatu Government Scholarship Fund (VGFS) and Training & Scholarship Coordination Unit (TSCU) operational budget.		
<b>10.5</b>	Ensure that all payables (educational institutions and suppliers) and allowances for VGFS & TSCU are paid, and that they are paid within the terms of trade.		
<b>10.6</b>	Maintain an accurate and updated database for all VGFS awardees, including their personal details, banking details, and allowance payment schedules throughout the year.		
<b>10.7</b>	Assist the Senior Scholarships Officer (SSO) to maintain an accurate and updated database of all ni-Vanuatu students who are currently on a Scholarship Award.		
<b>10.8</b>	Process all imprests relating to VGFS & TSCU - standing and accountable imprests.		
<b>10.9</b>	Performing banking tasks for the VGFS & TSCU.		
<b>10.10</b>	Assist to manage, copy and file all financial documents processed for VGFS & TSCU.		
<b>10.11</b>	Prepare an annual report on the financing of VGFS & TSCU to be included in the annual report.		
<b>10.12</b>	Observe the channel of communication for effective working relationships in undertaking the commitments for the Ministry.		
<b>10.13</b>	Attending regular meetings of the VGFS & TSCU and any other relevant meetings that is		

	deemed to have an impact on the financing of the Ministry.	
<b>10.14</b>	Performing other duties as directed by the PSO or Director.	
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b> <b>Directly supervises</b> Title of Posts and level if any
	Principal Scholarship Officer	None
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b> <b>Occasional Internal Personal Contacts with...</b>
	Finance Unit;	Other MOE Staff
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b> <b>Occasional External Personal Contacts with...</b>
	Department of Finance: Accounts Unit; Educational Institutions; Awardees;	Commercial Banks; Major suppliers of goods and services;
<b>17</b>	<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.	-A well-established effective and efficient management accounting and financing service - Minimise risk of fraudulent activities - Ensures compliance with legal and financial requirements - Promotes transparency and accountability within the system
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Irregular, unplanned, intensive workload variations due to demands of the Ministry will be considered
<b>19</b>	<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)	Revision of existing Job Description
<b>20</b>	<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.)	
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	At least a Diploma
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Accounting or related field of study
<b>20.3</b>	<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	At least 2 years' experience in Public or Private Sector in accounting or financial management area
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	- Financial and management accounting skills and knowledge - Knowledge of MS Word & MS Excel
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Analytical and practical thinker
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	- Listening, writing, reading, oral skills - Negotiation skills - Professional customer relationship skills
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, Reliable, Hardworking, Honest
<b>20.8</b>	<b>Language</b> "English , French and Bislama" is usual.	Bislama and English or French
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	<b>Name</b> John J. Garoleo <b>Sign</b>  <b>Date</b> 02/ 06 /2014



21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Date 02/06/2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rantes Date 24/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision) <b>LAURENT REP</b> Name <b>SECRETARY</b> <b>OPSC</b> Date 24/06/2014	

