

## 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 in completing this form.

Some questions may not be applicable to junior Posts

<b>1</b>	<b>Job Title and Location</b>	<b>Information &amp; Counselling Officer</b>	
<b>2</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or Director General ... H Os 4.0</b>	
<b>3</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>3533</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>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 provide academic counselling to students on the performance as well as provide information on Scholarships to Schools and general public.	
<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 K.R.As.
<b>8.1</b>	Collection of priority study areas from Sector HROs, EOs, DGs, TSC, VITE, POLSC, PSC, and the private sectors	<b>9.1</b>	80% of key priority areas identified, registered and confirmed
<b>8.2</b>	Development of sponsorship data base	<b>9.2</b>	70 % of sponsors are identified
<b>8.3</b>	Advertisement of new scholarship priorities	<b>9.3</b>	100% of all sponsorship are advertised
<b>8.4</b>	Awareness to school and general public on scholarship information	<b>9.4</b>	80% of secondary school and public received scholarship information
<b>8.5</b>	Monitoring and assessment	<b>9.5</b>	100% monitoring form completed
<b>8.6</b>	Counselling and advice	<b>9.6</b>	80% of face to face counselling
<b>8.7</b>	Reporting	<b>9.7</b>	80% of scholarship information reported
<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>	Collect and identify priority areas from different sectors of government and private organizations		
<b>10.2</b>	Liaise with Foreign Affairs and other sponsors on available scholarship awards		
<b>10.3</b>	Collect and disseminate information on long-term and short-term courses overseas. Through various medias (Scholarship Website and other local media)		
<b>10.4</b>	Provide information on further education and scholarship opportunities to secondary schools and the general public.		
<b>10.5</b>	To travel to secondary schools in all provinces and give out scholarship awareness		
<b>10.6</b>	Prepare and implement publicity plan for TSCU and scholarship availability.		
<b>10.7</b>	To visit every students in each institution on face to face counseling and assessment.		
<b>10.8</b>	Liaise with every institutions to send every students results by each Semester/Trimester for academic assessments		

10.9	Assist SSO, SO, FSO with entering of application data into SRS, checking application forms, and pre-departure checks		
10.10	Arrange the pre-departure briefing for awardees.		
10.11	To Update the SRS with changes to award details and information on graduates (including current contact and employment details).		
10.12	Support and monitor awardees study progress(including review of academic transcripts and monitoring reports; conducting monitoring visits to awardees in regional institutions overseas and Counsel individual awardees with academic and/or social difficulties.		
10.13	Provide report to the government departments and private organization on scholarship information's (Statistics, Graduates, Academic progress)		
10.14	Carry out other duties as directed by the Director or Director General		
11	<b>Reports Directly to</b> Title of Post and Level only.	12	<b>Directly Supervises</b> Title of Posts and Level, if any
	PEO Scholarship		none
13	<b>Frequent Internal Personal Contacts with ...</b> ("Internal" means within the Ministry)	14	<b>Occasional Internal Personal Contacts with ...</b>
	Vanuatu Educational Institutions, Applicants, Awardees, General Public, government employees in all departments		Overseas institutions, Sponsors
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16	<b>Occasional External Personal Contacts with ...</b>
	NGOs,		
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.		Sound advice will increase the appropriateness of courses studied and reduce the failure rate and waste of Scholarship resources.
18	<b>Special Conditions</b> e.g. If unusual work hours, equipment or travel is required.		Normal office Based. Occasional during peak workload months. Overseas monitoring visits (1-2 times a year)
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)		Routine revision of existing job description
20	<b>MINIMUM QUALIFICATIONS 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...		Degree
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable		Psychology, education and statics other related of preference will be an advantage
	<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		3 years in office with relevant counselling experience
20.3	<b>Special Skills</b> e.g. vehicle license, driving record, particular experience etc		Administrative, counselling, computing Skills (Word and Excel)
20.4	<b>Education</b> Remember education is only one indicator of capability to do the job and is mostly "an advantage" or "highly desirable"		Post – Secondary Education at an overseas University ( Preferably in a counselling, psychology, human relations course

20.5	<b>Language</b> "English or French and Bislama" is usual.	English, Bislama & French
20.6	<b>Good Character applies to all jobs.</b>	Honest and Hardworking
20.7	<b>Communication/ Interpersonal Skills</b> list the skills required of this positions	Listening, Writing, Reading, Oral Communication Skills
20.8	<b>Thinking Style</b>	Analytical and Practical Thinker
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign  Date 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 Sign  Date 02/06/2014
21.3	<b>Checked by PSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Renter Sign  Date 24/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision)	
	 <b>LAURENT RENTER</b> Secretary General Date 27/06/2014	

  
  
**LAURENT RENTER**  
**SECRETARY**  
**OPSC**