

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	Scholarships Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3534		
3	Level Suggested by Ministry and determined by PSC	As 3.3		
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 administer internal & external training and Scholarships offered to citizens of Vanuatu and deal with all Francophone correspondences		
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	Administer Scholarship Function	9.1	Provide quarterly report on <ul style="list-style-type: none"> • Scholarship activities • Implementation of NEC decisions 	
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	To implement National Education Commission (NEC) decisions on training and scholarships for scholarship holders.			
10.2	To coordinate all scholarships activities relating to scholarship holders.			
10.3	To coordinate processes associated with applications, screening and short-listing of applicants for the selection of scholarship holders.			
10.4	To make travel and accommodation arrangement for scholarship holders.			
10.5	To monitor student progress and provide counselling to individual students with academic and/or social difficulties.			
10.6	To provide briefing and information to scholarships holders prior to their departure to take up scholarships.			
10.7	To report regularly to the NEC and the SEO, Training and Scholarships on the progress of each individual scholarship holder.			
10.8	To liaise with Francophone Institutions in N/C or others on matters relating to Scholarships. Report to NEC and SEO Scholarships on all Francophone correspondences/ letters and other related matters.			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	SEO Scholarships			
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...	
	Staff of the Scholarships Office, National		Other TSCU and occasionally with MOE	

	Education Commission.		officers
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Applicants and scholarship older General Public		Sponsors, overseas institutions
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.		Efficient allocation and control of scholarships & application of donor scholarship funds. Sound advice to applicants will increase the appropriateness of course studied and reduce the failure and waste of scholarship resources.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Normal office based. Occasional overtime during peak workload months.
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)		Regraded post. This post and the similar one for Francophone scholarship holders will take on increased responsibilities for monitoring student progress and reporting to the National Education Commission.
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...		Relevant Degree in Linguistic and/or Administration/ Education
20.2	Special Business Education refers to the field of study that would be preferable		Education of related discipline.
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 relevant experience in an office with an education/aid perspective. Computing experience (Excel & Work), with knowledge of data bases would be an advantage.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Experience in academic counselling is essential. High level communication, interpersonal and counselling skills.
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.		Reliable, honest and a good team member
20.8	Language "English , French and Bislama" is usual.		English, French, and Bislama
21	Prepared in the TSCU by (MOE)		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 Dickie Date 02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).		Name Liranes Date 24/ 6 /2014

Director General
 Directeur Général

21.4

DECISION OF PUBLIC SERVICE COMMISSION

Decision: Approved or Deferred or Amended Date of Decision:
(Circle the appropriate Decision)

LAURENT REP
Name Sign

Date: 27/06/2014

**SECRETARY
OPSC**

