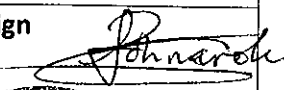
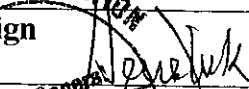


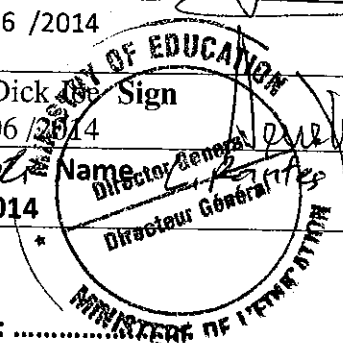


## Public Service Commission Job Description Form

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.

<b>1</b>	<b>Job title</b>	<b>Clerk/Typist</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>3535</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General... Bs1.8</b>	
<b>4</b>	<b>Ministry</b>	<b>Tertiary Education</b>	
<b>5</b>	<b>Department</b>	<b>Tertiary Education, TCSU</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.	<b>To ensure the efficient receipt, distribution, and filing of correspondence.</b>	
<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>	Administer Clerk function	<b>9.1</b>	Quarterly reports are provided on Student Record System
<b>8.2</b>	Payment Request to Finance Education to commit LPO	<b>9.2</b>	Make sure LPO is committed by the Senior Finance officer
<b>8.3</b>	Take Minutes of staff meetings	<b>9.3</b>	Keep hard and soft copy for files
<b>8.4</b>	Answer Phone calls	<b>9.4</b>	90% Customers satisfied
<b>8.5</b>	Customer services	<b>9.5</b>	90% Customers satisfied
<b>8.6</b>	Finance Filing	<b>9.6</b>	95% LPO's and request of payment to be filed.
<b>8.7</b>	Unit Filing	<b>9.7</b>	Maintain Unit Filing system professional
<b>8.8</b>	Registration and Data-Entry of new applicants	<b>9.8</b>	100 % new applicants entered
<b>9.9</b>	Provide Information to applicants and awardees.	<b>9.9</b>	70% of Information to applicants and awardees are provided
<b>9.10</b>	Assist Finance Officer	<b>9.10</b>	100% assist Finance Officer in any task he gave me.
<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>	Maintain filing for the unit and awardees personal files.		
<b>10.2</b>	Register inward/outward correspondence and training applications.		
<b>10.3</b>	Arrange awardees internal travels to their respective home islands.		
<b>10.4</b>	Data-entry of application data into SRS.		
<b>10.5</b>	Provide information to applicants and awardees.		
<b>10.6</b>	Write minutes of staff meetings ( every other week)		
<b>10.7</b>	Data-entry of short-term application data into database.		
<b>10.8</b>	Prepare GPV and LPO payments when the FSO is on leave.		
<b>10.9</b>	Word-processing as needed		

<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b>	<b>Directly supervises</b> to Finance Officer
<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>
	Answering enquires from govt. departments, awardees, general public		Sponsors reawardees departure dates; Dept of Finance repayments, Travel Agents reflight bookings
<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>
<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.		
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		
<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)	Existing or New position??	
<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...	Year 10	
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Secretarial studies	
<b>20.3</b>	<b>Experience</b> e.g. number of years or level of experience in filing/keybord 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	1 year experience in an office environment including word processing, data-entry and filing	
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Filling skills Computer literate	
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Practical thinker	
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, writing, reading, oral communication skills	
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Honest & Hardworking, reliable and punctual.	
<b>20.8</b>	<b>Language</b> "English , French and Bislama" is usual.	English, French and Bislama	
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>		
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo	Sign 
		Date 02/ 06 /2014	
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick	Sign 
		Date 02/ 06 /2014	
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign 	Name 
		Date 2/6/2014	
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>		
	Decision: <u>Approved</u> or Deferred or Amended      Date of Decision: .....		
	(Circle the appropriate Decision)		



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**M<sup>r</sup> LAURENT REP**  
**SECRETARY**  
**OPSC**

Date 27/6/2014

