

## 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>	Office Assistant		
<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.	3537		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggested by or for Director General... Bs1.6		
<b>4</b>	<b>Ministry</b>	Education		
<b>5</b>	<b>Department</b>	Tertiary Education		
<b>6</b>	<b>Location</b> Where the position is located	Vila		
<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 assistance to the more senior officers of the Unit by undertaking a range of simple administrative tasks.		
<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 Office Assistant	<b>9.1</b>	Provide quarterly report on <ul style="list-style-type: none"> <li>• Competencies of Cleaning</li> </ul>	
<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>	Carry out messenger and deliver duties			
<b>10.2</b>	Daily cleaning (sweeping/dusting)			
<b>10.3</b>	Ensure Security of Office doors and windows are properly locked after work and electrical equipment and lights turn off each day			
<b>10.4</b>	Photocopying of large or difficult photocopying jobs (e.g. for scholarships Board meetings, sponsors forms, institutions forms, immigration medical forms etc)			
<b>10.5</b>	Maintain level of stationary, sponsor and institution application forms.			
<b>10.6</b>	Assist Clerk/Typist with filing, sending/receiving faxes			
<b>10.7</b>	Assist with data-entry of application data into SRS			
<b>10.8</b>	Refreshments ( Tea making and cleaning up for Scholarships Board meetings)			
<b>10.9</b>				
<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	
	Clerk/Typist			
<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>	
<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.	
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Normal office Based. Hours adjusted for 7am start and 5.30pm finish. Occasional overtime during peak workload months.
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)	
20	<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.)	
20.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Year 6
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	
20.3	<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	1 years experience in an Office Environment
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Good Character, reliability, attention to hygiene, honesty
20.8	<b>Language</b> "English , French and Bislama" is usual.	Bislama
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garole 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 Dickie 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).	Sign <i>[Signature]</i> Date 27/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision)		
Name <b>LAURENT REP</b> <b>SECRETARY</b> <b>OPSC</b> Date 27/06/2014		

