

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.

1	Job title	ADMINISTRATION & FINANCE OFFICER	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0067	
3	Level Suggested by Ministry and determined by PSC	PS 5.1	
4	Ministry	Ministry of Prime Minister (MPM)	
5	Department	Language Services Department (LSD)	
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 provide administration, finance and human resource services with 100% compliance to PFEM & CTB ACTs.	
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	Administration of the Department's account.	9.1	Quarterly financial reports submitted to Director with 100% compliance to PFEM & CTB ACTs
8.2	Settlement of bills.	9.2	a) Electricity & Water bills settled. b) Invoices recorded.
8.3	Control of the expenses of the Department.	9.3	a) Receipts of fund spending recorded. b) Amounts spent justified. c) Quarterly financial reports submitted to Director.
8.4	Preparation of annual budget.	9.4	Budget submitted to Finance Officer PMO.
8.5	Control of staff leave.	9.5	Records established.
8.6	Management of Department's assets.	9.6	Records established.
8.7	Appraisal of Cleaner.	9.7	Cleaner appraised.
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	Administer the Department's accounts;		
10.2	Administer the Department's assets;		
10.3	Supervise the Department's Cleaner;		
10.4	Coordinate the maintenance of IT system of the Department;		
10.5	Coordinate the maintenance of the office car;		
10.6	Control the expenses of the Department;		
10.7	Control the leaves of the Department's staff;		
10.8	Settle electricity and water bills on time;		
10.9	Prepare quarterly financial reports on spending of the Department for submission to Director;		
10.10	Co-prepare the annual budget of the Department;		
10.11	Maintain accurate records of staff Job Descriptions;		
10.12	Perform any other work related duties as reasonably required by the Department's Director.		
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.		

	Director	Cleaner
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director and other staff of LSD	HRO, FAO and DG of MPM
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Department of Finance and suppliers.	Nil
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.	Administration, finance and human resource services provided on time promptly & professionally with 100% compliance to PFEM & CTB Acts.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Prepared to work under pressure.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Re-grading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Revising JD and GRT Determination
20	CRITERIA 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...	Diploma or higher.
20.2	Special Business Education refers to the field of study that would be preferable	Accounting and secretarial studies.
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.	Minimum of 5 years working experience in public finance (preferably FMIS) and administration.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc.	Accounting, expenditure control, computer, secretarial work, driving skills.
n	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical, practical and creative.
20.6	Supervision and management Skills	Management and supervision.
20.7	Behavioral Competencies refers to the personal attributes or characteristics needed for the position.	Able to maintain confidentiality, honest, accurate, efficient, committed, punctual and able to meet datelines.
20.8	Language "English, French and Bislama" is usual.	Excellent written and spoken French, English & Bislama.
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Signed _____ Name Samuel Garae Date / /
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Signed _____ Name Gregoire Nimbtik Date / /
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed _____ Name: George Shem Date / /

21.4

DECISION OF PUBLIC SERVICE COMMISSION

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

Name : Jean Yves Bibi PSC Secretary Signed

Date 5 / 8 / 2020

