

## 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>	<b>SECRETARY / LIBRARIAN</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>0073</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>PS 3.1</b>	
<b>4</b>	<b>Ministry</b>	Ministry of Prime Minister (MPM)	
<b>5</b>	<b>Department</b>	Language Services Department (LSD)	
<b>6</b>	<b>Location</b> Where the position is located	Port 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 services at the front desk, registration and dispatching of translation requests, filing, library, correspondence and other papers as required.	
<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.
8.1	Recording of incoming/outgoing documents and dispatching to PLOs.	9.1	Registry of incoming/outgoing documents for translation established.
8.2	Recording of daily incoming and outgoing administrative documents.	9.2	Registry of daily incoming and outgoing administrative documents established.
8.3	Filing of Official Gazettes and translated documents.	9.3	Official Gazettes and translated documents filed.
8.4	Production of quarterly statistics of the Department.	9.4	Quarterly statistics established.
8.5	Minutes taking of all the Department's meetings.	9.5	Department's meeting minutes produced.
<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.		
10.1	Administer the Department's library and archive.		
10.2	Control the printing, scanning and photocopying of all documents of the Department.		
10.3	Record and keep all incoming documents for translation and dispatch them to respective PLOs for translation.		
10.4	Record and keep all translated documents and return them to clients.		
10.5	Record and keep all daily incoming and outgoing administrative documents.		
10.6	Establish the quarterly statistics of the Department.		
10.7	Take the minutes of all the Department's meetings.		
10.8	File Official Gazettes and translated documents.		
10.9	Assist in organizing the language awareness in schools and communities.		
10.10	Assist in the organization of staff training.		
10.11	Reply to all incoming phone calls and electronic mails.		
10.12	Perform any other work related duties as reasonably required by the Director or Administration Officer.		
<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
	Director		Nil
<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>
	Director, Administration Officer and other staffs		N/A

<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>
	Clients, National Library & Archives		General Public
<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.		Services at the front desk, registration and dispatching of translation requests, filing, library, correspondence and other papers as required to meet service delivery requirements.
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		Able to work under pressure.
<b>19</b>	<b>Reason for Seeking Approval</b> (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)		Revision of JD and GRT Determination.
<b>20</b>	<b>CRITERIA 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 13 Certificate or higher.
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable		Secretarial studies.
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.		Minimum of 3 years working experience in some or all the duties and responsibilities listed above.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc.		Secretarial work, computer literate (Word, Excel), communication, library work.
20.5	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....		Practical, creative and alerted.
20.6	<b>Supervision and management Skills</b>		N/A
20.7	<b>Behavioral Competencies</b> refers to the personal attributes or characteristics needed for the position.		Able to maintain confidentiality, honest, trustworthy, patient, friendly, punctual and respectful.
20.8	<b>Language</b> "English, French and Bislama" is usual.		Written and spoken French, English & Bislama.
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>		
21.1	<b>Prepared in the Ministry by ...</b>	Signed	Name: Stewart Garae Director LSD
		Date / /	
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Signed	Name: Gregoire Nimbtik DG MPM
		Date / /	
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed	Name: George Shem PSC
		Date / /	
21.4	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).		
<b>DECISION OF PUBLIC SERVICE COMMISSION</b>			
Decision: <u>Approved</u> or Deferred or Amended      Date of Decision: <b>23<sup>rd</sup> November 2018</b> (Circle the appropriate Decision)			
Name: Jean Yves Bibi PSC Secretary		Signed .....	Date <b>13/8/2020</b>

