

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	CLEANER	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0074	
3	Level Suggested by Ministry and determined by PSC	PS 2.1	
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 keep the Department's premises clean and tidy at all times.	
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	Maintain the LSD Offices, Corridor, COM interior and stairs, toilets, kitchen as a neat and tidy environment	9.1	<ul style="list-style-type: none"> Clean office building on a daily basis
8.2	Undertake general office services	9.2	<ul style="list-style-type: none"> Check and dust all office equipment Rubbish bins emptied twice daily into yellow bags for disposal Provide assistance with document shredding Arrange and decorate office with flowers Arrange, inspect and care for office plants Maintain adequate stocks of cleaning materials in a safe place Maintain stocks of refreshment items Plates cups etc are clean and stored properly
8.3	Provide assistance for effective office operation	9.3	<p>Office Support + assistance as needed in times of heavy work load</p> <ul style="list-style-type: none"> Telephone answered promptly and professionally with message delivered to recipient Receptionist duties undertaken in times of high activity Shredding of excess documentation for secure disposal of potentially sensitive documents
8.4	Assist with simple office tasks are undertaken at direction of supervisor	9.4	<p>Support is provided in times of heavy CSU workloads for</p> <ul style="list-style-type: none"> Photocopying Report compilation filing
8.5	Preparation of refreshments for functions if requested by Supervisor	9.5	Support provided when requested for function organisation
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	Sweep and mop all the Department's offices, including the library and archive, every day.		
10.2	Sweep and mop the Department's toilettes every day.		