Public Service Commission Job Description Form

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	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 \	/ila		
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	Clean office building on a daily basis		
8.2	Undertake general office services	9.2	 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	Office Support + assistance as needed in times of heavy work load 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	Support is provided in times of heavy CSU workloads for 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				

10.4 Store cleaning products in a safe place. 10.5 Water the Office plants every day. 10.6 Prepare the Department's refreshments and functions on request. 10.7 Assist the Secretary when required. 10.8 Perform any other work related duties as reasonably required by the Director or Administration Officer. 11 Reports directly to Title of Post and Level only Administration & Finance Officer 13 Frequent Internal Personal Contacts With ("Internal" means within the Ministry) 14 Occasional Internal Personal Contacts with With ("External" means within the Ministry) 15 Frequent External Personal Contacts with ("External" means other Ministries and the community) 16 Cleaning supplies suppliers 17 Impact of Decisions (a) Think of the decisions this Post makes with amount should also be stated. 18 Special Conditions e.g. if unusual work hours, equipment or trave is required. 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 Description New Post, Re-grading, State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities) 20.1 Qualification the required qualification for the Job e.g. certificate, diploma, degree 20.2 Special Business Education refers to the field of study that would be preferable 20.3 Experience e.g. number of years or level of experience in filing/keyboard work of work etc 20.4 Indication the required of experience in filing/keyboard work of years or level of experience in filing/keyboard work etc 20.5 Indication the required of experience in filing/keyboard work etc 20.6 Indication the required of experience in filing/keyboard work etc 20.7 Indication the required of experience in filing/keyboard work etc 20.8 Indication the required of experience in filing/keyboard work etc 20.9 Indication the required of experience in filing/keyboard work etc 20.9 Indication the required of experience in filing/keyboar	10.3	Clean the Department's surroundings, vehicle and refreshment equipment.				
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Decision: Approved or Deferred or Amended (Circle the appropriate Decision)

Name: Jean Yves Bibi PSC Secretary Signed Decision 23th November 2018

Date 1 8/ 2020