

## 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.

<b>1</b>	<b>Job title</b>	<b>CLEANER</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>0074</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>PS 2.1</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 keep the Department's premises clean and tidy at all times.	
<b>8</b>	<b>Key Result Areas</b> (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators</b> (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Maintain the LSD Offices, Corridor, COM interior and stairs, toilets, kitchen as a neat and tidy environment	<b>9.1</b>	<ul style="list-style-type: none"> <li>Clean office building on a daily basis</li> </ul>
<b>8.2</b>	Undertake general office services	<b>9.2</b>	<ul style="list-style-type: none"> <li>Check and dust all office equipment</li> <li>Rubbish bins emptied twice daily into yellow bags for disposal</li> <li>Provide assistance with document shredding</li> <li>Arrange and decorate office with flowers</li> <li>Arrange, inspect and care for office plants</li> <li>Maintain adequate stocks of cleaning materials in a safe place</li> <li>Maintain stocks of refreshment items</li> <li>Plates cups etc are clean and stored properly</li> </ul>
<b>8.3</b>	Provide assistance for effective office operation	<b>9.3</b>	<p>Office Support + assistance as needed in times of heavy work load</p> <ul style="list-style-type: none"> <li>Telephone answered promptly and professionally with message delivered to recipient</li> <li>Receptionist duties undertaken in times of high activity</li> <li>Shredding of excess documentation for secure disposal of potentially sensitive documents</li> </ul>
<b>8.4</b>	Assist with simple office tasks are undertaken at direction of supervisor	<b>9.4</b>	<p>Support is provided in times of heavy CSU workloads for</p> <ul style="list-style-type: none"> <li>Photocopying</li> <li>Report compilation</li> <li>filing</li> </ul>
<b>8.5</b>	Preparation of refreshments for functions if requested by Supervisor	<b>9.5</b>	Support provided when requested for function organisation
<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>	Sweep and mop all the Department's offices, including the library and archive, every day.		
<b>10.2</b>	Sweep and mop the Department's toilettes every day.		

<b>10.3</b>	Clean the Department's surroundings, vehicle and refreshment equipment.	
<b>10.4</b>	Store cleaning products in a safe place.	
<b>10.5</b>	Water the Office plants every day.	
<b>10.6</b>	Prepare the Department's refreshments and functions on request.	
<b>10.7</b>	Assist the Secretary when required.	
<b>10.8</b>	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
	Administration & Finance Officer	N/A
<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>
	Administration Officer and Secretary and other LSD Officers	MPM staff
<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>
	Cleaning supplies suppliers	Clients, Staff of MPM
<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.	LSD Office and surrounds are presented to the general public as a professional area
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Punctual
<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 & 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.)	
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g. certificate, diploma, degree...	Year 10 Certificate or higher.
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Junior secondary education.
<b>20.3</b>	<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 housekeeping.
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc.	Cleaning and decoration skills.
<b>n</b>	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	Practical and creative.
<b>20.6</b>	<b>Supervision and management Skills</b>	N/A
<b>20.7</b>	<b>Behavioral Competencies</b> refers to the personal attributes or characteristics needed for the position.	Able to maintain confidentiality, patient, friendly, punctual and respectful.
<b>20.8</b>	<b>Language</b> "English, French and Bislama" is usual.	Bislama or English, French an advantage.
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	Signed _____ Name Samuel Garae Date / /
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Signed _____ Name: Gregoire Nimbtik Date / /
<b>21.3</b>	<b>Checked by OPSC</b> 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  
(Circle the appropriate Decision)

Date of Decision: 23<sup>rd</sup> November 2018

Name : Jean Yves Bibi PSC Secretary Signed .....



Date: 1 / 8 / 2020

