Our Core Functions

- Selection, Recruitment and Retention of Competent Employees in the Public Service
- Management of the Terms and Conditions of Employment across the Public Service
- Management of Correction Discipline across Public Service
- Management of Cessations of Employment across Public Service
- Management of Performance of employees across Public Service
- Management of PSC Human Resource Information Management System
- Management of the Provincial Office of the Public Service Commission

Our Team

Mr. Willie Kalmatak
Acting Manager HRM
Mr. Bonnie David
Principal Employment Officer
Ms. Florence Toa
Principal Performance Officer
Mr. Morgan Garae
Senior Employment Service Officer
Ms. Julie Obed
Senior Performance Officer
Ms. Letisha Ephraim
Senior Employment Service Officer
Ms. Savana Iesul
Employment Service Officer
Ms. Esther Tasso
Performance Officer
Ms. Marcelin Jack
Intern
Mr. Xavio Sarsoum
Senior HR Malampa
Mr. Brunton Tari
Senior HR Torba
Ms Florah Mele
Senior HR Sanma
Ms Aileen Wilbur
Senior HR Penama
Mr. Jerry Lawrence
Senior HR Tafea

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MPM Compoud, Port Vila,Shefa

Vanuatu Public Service Commission

www.psc.gov.vu

OFFICE OF THE PUBLIC SERVICE COMMISSION

HUMAN RESOURCE MANAGEMENT UNIT (HRMU)

HRM Objectives

- Make sure recruitment and promotions of employees are transparent,i mpartial and fair and in a timely manner
- Solve Complaints and conduct and performance issues, before they become disciplinary offence
- Ensure the range of terms and conditions of service that are fair, equitable and meet the needs of employees
- Link employees performances to organizational goals
- Make sure data is updated and accurate

Recruitment Process

Advertisement	15 days Advertisement to the General Public via all Media Outlets
Panel Selection	Panel member appointed by the Secretary, in the case for SEO the commission will appoint Panel of Peers
Panel Shortlisting	Panel convene and proceed with shortlisting of applicants through individual assessments
Panel Interview	Panel convene and proceed with the interview of shortlisted applicants
Commission Decision	Panel Recommendation will be presented to the commission through a formal submission for commission endorsement

HRM Strategic Goals

- Recruitments and promotions of all Catergories of employees are done on merit and in accordance with the in accordance with the law and the public service rules
- Remunerations,work related allowances and social allowances are managed and administered fairly by the PSC and Government Ministries
- Complaints and grievances are dealt with in accordance with law and the public service rules
- Cessation of employment is managed and administrated in an appropriate and fair handed manner by the PSC and Government Ministries
- PSC and Government MInistries deliver results
- Useful information for the PSC ,Government Ministries ,and other Stakeholders

Performance Management Process

Annual Appraisal 10.1 Form

Section A	The Staff member and supervisor has a one on one discussion to finalise the employees work plan of the 3 months on Probation
Section B	Review of the work plans for the 3 Months Review done during the end of the first month
Section C	End of second month assessment again a one on one discussion between employee and supervisor and both signed off

Annual Appraisal 10.2 Form

Section A	The staff member and supervisor has a one on one discussion to finalize the employees work plan of the Financial year
Section B	Review of the work Plans of the Financial year. Review done during the month of July
Section C	End of year assessment again a one on one discussion between employee and supervisor and both signed off