

## IMPLEMENTATION PROCESS OF AN APPROVED STRUCTURE

- All structures must be implemented in accordance with the implementation plan submitted by the Ministry.
- Up-grading of a position which is occupied by a permanent officer – DG or Director may approve occupant of the upgraded post in an acting capacity for 6 months period.
- The supervisor must assess the officer against the criteria of the pos during the 6 month of acting period
- Assessment to determine whether or not the officer concerned be made permanent to the post

### CORPORATE PLAN

Ministry Corporate Plan is a functional document and it is a four (4) year plan

Corporate Plan strongly reflects or in alignment with the general directions and priorities of Ministry as a whole and be consistent with the National Sustainable Development Plan (NSDP) or the People's Plan 2023

### BUSINESS PLAN

Annual Business Plan in accordance with Planning guidelines provided under the NSDP Framework.

Must be align with the Ministry Corporate Plan and NSDP

Department Business Plans must be completed prior to submission of budget to MBC to be considered as part of Budget each year

### MINISTRY ANNUAL REPORT

Under the Public Service Act, Director are responsible for providing an annual report Heads of Ministries and Departments must comply with indicative and legislative timeframes on the planning, budgeting and reporting calendar. Annual Reports must be submitted to PSC by 31st March each year. Reports must be table in Parliament

## Our Team

Mr. Leong Rantes  
**Manager ODU**


Mr. Ini Tabiaga  
**Principal ODU**

Mr. George Shem  
**Principal Job Analyst**

Mr. Sam Tasombo  
**ODU Officer**

### GET IN TOUCH

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 MPM Compoud, Port Vila, Shefa

 Vanuatu Public Service Commission

 [www.psc.gov.vu](http://www.psc.gov.vu)



**OFFICE OF THE PUBLIC SERVICE  
COMMISSION**



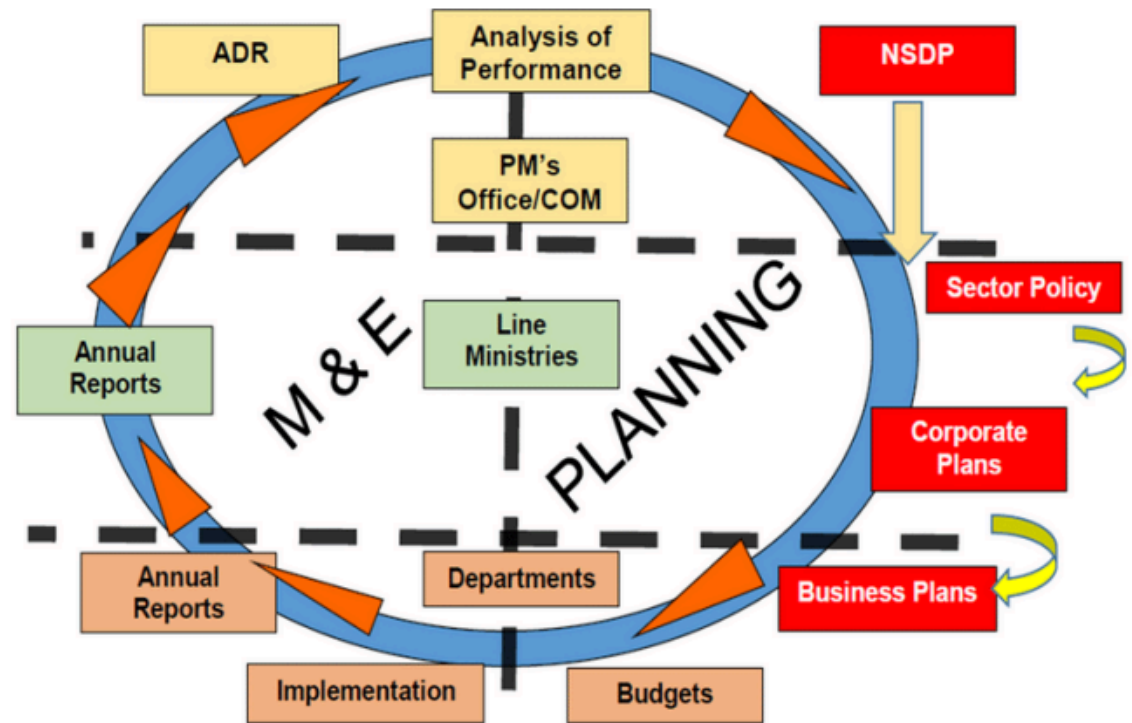
**ORGANISATION  
DEVELOPMENT  
UNIT (ODU)**

## OUR FUNCTIONS

### STRUCTURES, ESTABLISHMENT AND WORKFORCE PLANNING

- Regulations, Instructions and Procedures for reviewing and changing structures and establishments
- Analysis and advice for SEs on Requests for changes to structures and establishments
- Recommendations to PSC for changes to structure and establishment
- Approval of changes to structures and establishment
- Approval of changes to structures
- Job evaluation system
- Job Description Format
- Workforce Planning Analysis
- Structure and Establishment records
- Training and advice for SEs and CS Officers

## PLANNING AND REPORTING PROCESS



## SUMMARY OF RESSTRUCTURING PROCESS:

