

<h2 style="margin: 0;">JOB DESCRIPTION FORM</h2> <p style="margin: 0; font-size: small;">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 in completing this form. Some questions may not be applicable to junior Posts</p>		
1	Job Title and Location	
2	Level Suggested by Ministry and determined by PSC	
3	Post Number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	
4	Ministry	
5	Department	
6	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	
7	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.	
7.1		
7.2		
7.3		
7.4		
7.5		
7.6		
7.7		
7.8		
7.9		
8	Reports Directly to Title of Post and Level only.	
9	Directly Supervises Title of Posts and Level, if any	

10	Frequent Internal Personal Contacts with ... ("Internal" means within the Ministry)	
11	Occasional Internal Personal Contacts with ...	
12	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	
13	Occasional External Personal Contacts with ...	
14	Impact of Decisions (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.	
15	Special Conditions e.g. if unusual work hours, equipment or travel is required.	
16	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	
17	MINIMUM QUALIFICATIONS TO BE SELECTED FOR THIS POST (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.)	
17.1	Experience 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	
17.2	Special Skills e.g. vehicle license, driving record, particular experience etc	
17.3	Education Remember education is only one indicator of capability to do the job and is mostly "an advantage" or "highly desirable"	
17.4	Language "English or French and Bislama" is usual.	
17.5	Good Character applies to all jobs.	
18	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
18.1	Prepared in the Ministry by ...	Name Date Sign
18.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Date Sign
18.3	Checked by PSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name Date Sign

