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

1	Job title	PRINCIPAL LANGUAGE OFFICER (PLO) FRENCH LEGAL			
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0061			
3	Level Suggested by Ministry and determined by PSC	PS 7.1			
4	Ministry	Ministry of the Prime Minister (MPM)			
5	Department	Language Services Department (LSD)			
6	Location Where the position is located	Port Vila			
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 coordinate and supervise all the activities of the Legal Section of the Department.			
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	Establishment of section's plans.	9.1	a) Plan of section established and submitted to Director.b) Staff Work Plan established.		
8.2	Recording and allocation of documents received from the Secretary for translation.	9.2	a) Record of documents and words for translation established. b) Record of allocated documents to section's staffs established. c) Record of documents and words translated by each section's staff.		
8.3	Organization of section's meetings.	9.3	a) One (1) meeting held quarterly.b) Minutes of each meeting produced.		
8.4	Preparation of awareness material and undertaking of awareness.	9.4	 a) Presentations produced ready for awareness intervention. b) Supporting documents needed ready for awareness intervention, recorded. c) Leading a group of awareness intervention. 		
8.5	Production of section's reports.	9.5	 a) Report (1/quarter) on the statistics of the section staffs established and submitted to Director. b) Awareness intervention reports established and submitted to Director. c) One (1) annual produced in Q4 and submitted to Director. 		
8.6	Appraisal of the section staffs.	9.6	Appraisal forms signed and submitted to Director.		
8.7	Translation of documents into French.	9.7	a) Number of documents and words translated and returned to Secretary for sending back to clients.b) Number of documents to be sent to reviser for revision and proofreading.		
8.8	Recording of technical terms to be sent to Terminologist.	9.8	Record of technical terms established and sent to Terminologist.		
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	Prepare a yearly work plan for the section;				

10.2 Coordinate the daily activities of the section; 10.3 Control the presence and going out of the section's staff; 10.4 Organize meetings with all section staffs (1/quarter); 10.5 Assist the administration in preparing school and community awareness; 10.6 Visit schools & communities for language awareness; 10.7 Appraise each section's staff (3 times a year), based on work plan; 10.8 Record all the documents and number of words translated by each staff in one term; 10.9 Translate into French at least 1,000 words/day of any type of documents, using translation techniques; 10.10 Pick out technical terms used in Vanuatu and the Pacific, for the Department's terminology bank; 10.11 Perform any other work related duties as reasonably requested by the Director. 11 Reports directly to Title of Post and Level only 12 Directly supervises Title of Posts and level if any 15 Directly supervises Title of Posts and level if any 15 LO and 1 Interpreter French. 15 Frequent Internal Personal Contacts 16 With("External" means within the Ministry) 1 SLO and 1 Interpreter French. 17 Impact of Decisions (a) Tink of the decisions this Post makes 18 without help on a regular basis (weekly or monthly) to greatly reduce the 19 risk of serious things happening. Name the more important thing(s) 19 Reason for Seeking Approval (e.g.: Routine Revision of Existing 19 Reason for Seeking Approval (e.g.: Routine Revision of Existing 19 Description, New Post, Re-grading, State if any overlap or duplication 19 who be stated. 19 Reason for Seeking Approval (e.g.: Routine Revision of Existing 19 Longuised Liaison on the work hours, equipment or travel is 19 required. 20 (All the activities of the Legal Section of the 20 Department are well administered and 21 delivered 22 (All the activities of the Legal Section of the 23 decided, (b) the Post has a significant financial Delegation to commit 24 funds the amount should also be stated. 25 Repeal Conditions e.g. if unusual work hours, equipment or travel is 26 required. 27 Carrier to Be SELECTED F								
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	20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel		Management, supervisory, translation,				
图: 10 10 10 10 10 10 10 10 10 10 10 10 10		etc.		interpretation, planning, analytical, computer,				
			driving, report writing, organization and					
research skills.	20 F	Thinking stude						
Thinking style e.g. an analytical thinker, a practical thinker, creative thinker Analytical and practical.	20.5		live	Analytical and practical.				
20.6 Communication/ Interpersonal Skills list the skills required Excellent verbal and written communication	20.6		ired	Excellent verbal and written communication				
of this position skills.								
20.7 Behavioral Competencies refers to the personal attributes or Able to maintain confidentiality, honest,	20.7	Behavioral Competencies refers to the personal attributes or						
characteristics needed for the position. trustworthy, committed and punctual.		characteristics needed for the position.		in the second se				

Language "English, French and Bislama" is usual.	Excellent written and spoken French, English &					
ENDORSEMENT WITH NAME, SIGNATURE AND DATE						
Prepared in the Ministry by	Signed	Name Samuel Garae				
	Date / /					
Certified by or for the DG that the Post fits with any Corporate	Signed	Name: Gregoire Nimbtik				
Plan, and is required.	8	Date / /				
Checked by OPSC for completeness and consistency; check	Signed	Name: George Shem				
structure; confirm Level and Post Number (job evaluation process).						
	Date / /					
DECISION OF PUBLIC SERVICE COMMISSION						
IE DE L						
Decision: Approved or Deferred or Amended Date of Decision: 23 rd November 2018						
(Circle the appropriate Decision)						
Name : Jean Yves Bibi PSC Secretary Signed						
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