

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 helping completing this form.

1	Job title	PRINCIPAL LANGUAGE OFFICER (PLO) ENGLISH	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0063	
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 English 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 staff.	9.6	Appraisal forms signed and submitted to Director.
8.7	Translation of documents into English.	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;		