

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;		

10.6	Visit schools & communities for language awareness;	
10.7	Appraise each section's staffs (3 times a year), based on work plan;	
10.8	Record all the documents and number of words translated by each staff member in one term;	
10.9	Translate into English 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
	Director.	1 SLO & Interpreter, and 1 LO.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	1 SLO & Interpreter, and 1 LO.	Administration Officer, HRO, HRD Unit.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Language Liaison Officers of other Government Departments & Ministries.	Members of Public & Schools
17	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.	All the activities of the English Section of the Department are well supervised.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Prepared to work under pressure. Occasional visits in the islands.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Re-grading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Revision of Job Description and GRT Determination.
20	CRITERIA 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.)	
20.1	Qualification the required qualification for the job e.g. certificate, diploma, degree...	Bachelor of Arts.
20.2	Special Business Education refers to the field of study that would be preferable	Translation OR Language OR related fields.
20.3	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.	Minimum of 5 years relevant experience in translation and supervision or management.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc.	Management, supervisory, translation, interpretation, planning, analytical, computer, driving, report writing, organization and research skills.
20.5	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical.
20.6	Communication/ Interpersonal Skills list the skills required of this position	Excellent verbal and written communication skills.
20.7	Behavioral Competencies refers to the personal attributes or characteristics needed for the position.	Able to maintain confidentiality, honest, trustworthy, committed and punctual.
20.8	Language "English, French and Bislama" is usual.	Excellent written and spoken French, English & Bislama.
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Signed _____ Name Samuel Garae Date / /
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Signed _____ Name: Gregoire Nimbtik Date / /
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed _____ Name: George Shem

		Date / /
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision)	Date of Decision: 23 rd November 2018
	Name : Jean Yves Bibi PSC Secretary Signed	Date 8 / 8 / 2020

