

## 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.

<b>1</b>	<b>Job title</b>	<b>SENIOR LANGUAGE OFFICER (SLO) FRENCH</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0064 0068 0069	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	PS 6.1	
<b>4</b>	<b>Ministry</b>	Ministry of Prime Minister (MPM)	
<b>5</b>	<b>Department</b>	Language Services Department	
<b>6</b>	<b>Location</b> Where the position is located	Port Vila	
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To provide translation services into French.	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Translation of 1,000 words per day.	9.1	Number of documents and words recorded.
8.2	Co-establishment of work plan.	9.2	Work plan established.
8.3	Recording of technical terms.	9.3	Number of assistance provided to legal translators.
8.4	Execution of awareness and survey.	9.4	Awareness presentations and survey forms recorded.
8.5	Assistance to French interpreters when possible.	9.5	Number of assistance provided to French interpreters.
8.6	Assistance in legal translation, when required.	9.6	Technical terms recorded and sent to PLO French.
<b>10</b>	<b>Duties and responsibilities</b> 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	Record the wide variety of documents, and their number of words, received from PLO French for translation.		
10.2	Pick out and record any technical terms used in Vanuatu and the Pacific, for the Department terminology bank.		
10.3	Undertake research (whether online or elsewhere) with regard to each technical document received for translation, using research techniques.		
10.4	Translate into French at least 1,000 words/day of the documents received for translation, using translation techniques.		
10.5	Carry out language awareness in schools and communities.		
10.6	Attend training organized by the Department.		
10.7	Assist legal translators, when required, in legal translations.		
10.8	Assist interpreters, when possible, with translations matters.		
10.9	Assist PLO French to establish a personal annual work plan taking into account the documents received for translation.		
10.10	Perform any other work related duties as reasonably requested by PLO French.		
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b>	<b>Directly supervises</b> Title of Posts and level if any
	PLO French.		Nil.
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b>	<b>Occasional Internal Personal Contacts with...</b>
	Other translators.		Administration staff.