

## 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) ENGLISH &amp; INTERPRETER (E)</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.   | 0065   |   |
| <b>3</b>     | <b>Level</b> Suggested by Ministry and determined by PSC   | <b>PS 6.1</b>  |   |
| <b>4</b>     | <b>Ministry</b>  | Ministry of Prime Minister (MPM)   |   |
| <b>5</b>     | <b>Department</b>  | Language Services Department (LSD)   |   |
| <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 English and interpretation services into English and Bislama. |   |
| <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. |
| <b>8.2</b>   | Assist in the establishment of personal work plan.   | <b>9.2</b>   | Work plan established.  |
| <b>8.1</b>   | Translation of 1,000 words per day.  | <b>9.1</b>   | Number of words well recorded and kept.   |
| <b>8.2</b>   | Provision of interpretation services in courts or any other meetings organized by the Government.  | <b>9.2</b>   | Number of interpretation sessions recorded.   |
| <b>8.3</b>   | Assistance in legal translation, when required.  | <b>9.3</b>   | Number of assistance provided to Legal translators.   |
| <b>8.4</b>   | Assistance to other sections when possible.  | <b>9.4</b>   | Number of assistance provided to other sections.  |
| <b>8.5</b>   | Recording of technical terms.  | <b>9.5</b>   | Technical terms recorded and sent to PLO English.   |
| <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. |  |   |
| <b>10.1</b>  | Assist PLO English to establish a personal work plan taking into account the documents received for translation;   |  |   |
| <b>10.2</b>  | Undertake research (whether online or elsewhere) with regard to each technical document received for translation using research techniques, or based on planned interpretation topics;   |  |   |
| <b>10.3</b>  | Translate into English at least 1,000 words/day of the documents received for translation, using translation techniques;   |  |   |
| <b>10.4</b>  | Carry out interpretations in courts or any government organized meetings, using interpretation and translation techniques;   |  |   |
| <b>10.5</b>  | Assist legal translators, when required, in legal translations.  |  |   |
| <b>10.6</b>  | Assist the other sections, when possible, with translations matters;   |  |   |
| <b>10.7</b>  | Assist interpreters, when possible, with translations matters;   |  |   |
| <b>10.8</b>  | Pick out any technical terms used in Vanuatu and the Pacific, for the Department terminology bank;   |  |   |
| <b>10.9</b>  | Carry out language awareness in schools and communities;   |  |   |
| <b>10.10</b> | Perform any other work related duties as reasonably requested by Supervisor.   |  |   |

|             |  |                          |   |
|-------------|--|--------------------------|---|
| <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 English.   |                          | 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.   |
| <b>15</b>   | <b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)   | <b>16</b>                | <b>Occasional External Personal Contacts with...</b>                                    |
|             | Language Liaison Officers of other Government Departments & Ministries.  |                          | Clients.  |
| <b>17</b>   | <b>Impact of Decisions</b> (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. |                          | Translation services into English and interpretation services into English and Bislama. |
| <b>18</b>   | <b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.   |                          | Prepared to work under pressure.<br>Occasional visits in the islands.                   |
| <b>19</b>   | <b>Reason for Seeking Approval</b> (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.                                      |
| <b>20</b>   | <b>CRITERIA TO BE SELECTED FOR THIS POST</b><br>(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.)  |                          |   |
| <b>20.1</b> | <b>Qualification</b> the required qualification for the job e.g. certificate, diploma, degree...   |                          | Bachelor Degree.  |
| <b>20.2</b> | <b>Special Business Education</b> refers to the field of study that would be preferable  |                          | Translation OR Language OR related fields.  |
| <b>20.3</b> | <b>Experience</b> 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 4 years relevant experience or on-the-job training in language.              |
| <b>20.4</b> | <b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc.  |                          | Translation, research, interpretation, computer skills.                                 |
| <b>n</b>    | <b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....   |                          | Analytical and practical.   |
| <b>20.6</b> | <b>Communication/ Interpersonal Skills</b> list the skills required of this position   |                          | Excellent verbal and written communication skills.                                      |
| <b>20.7</b> | <b>Behavioral Competencies</b> refers to the personal attributes or characteristics needed for the position.   |                          | Able to maintain confidentiality, honest, trustworthy, committed and punctual.          |
| <b>20.8</b> | <b>Language</b> "English, French and Bislama" is usual.  |                          | Excellent written and spoken French, English & Bislama.                                 |
| <b>21</b>   | <b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>   |                          |   |
| <b>21.1</b> | <b>Prepared in the Ministry by ...</b>   | Signed _____<br>Date / / | Name Samuel Garae   |
| <b>21.2</b> | <b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.   | Signed _____<br>Date / / | Name: Gregoire Nimbtik  |
| <b>21.3</b> | <b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).  | Signed _____<br>Date / / | Name: George Shem   |

21.4

**DECISION OF PUBLIC SERVICE COMMISSION**

Decision: Approved or Deferred or Amended      Date of Decision: .....

(Circle the appropriate Decision)

Name : Jean Yves Bibi PSC Secretary      Signed .....

Date 5/8 / 2020

