

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