

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	LANGUAGE OFFICER (LO) ENGLISH	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0071	
3	Level Suggested by Ministry and determined by PSC	PS 4.4	
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 (to be revised) into English (and Bislama on request).	
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	Translation of 1,000 words per day.	9.1	Number of words recorded.
8.2	Recording of technical terms.	9.2	Technical terms recorded and sent to PLO English.
8.3	Attendance to training.	9.3	Present in training and attendance list controlled.
8.4	Execution of language awareness and survey in schools and communities.	9.4	Present and interventions during awareness recorded.
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	Translate at least 1.000 words per day of the documents received for translation, according to work plan and using translation techniques.		
10.2	Carry out research, whether online or else, on technical documents received for translation, using research techniques.		
10.3	Pick out technical terms from translated documents, for the terminology bank of the Department.		
10.4	Attend training organized by the Department under its HRD Plan.		
10.5	Undertake of language awareness and survey programs in schools and communities.		
10.6	Assist interpreters on request.		
10.7	Perform any other work related duties as reasonably requested by the PLO English.		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	PLO English		N/A
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	LSD Officers		MPM Officers
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Officers from other Ministries		Members of Public
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.		
	Translation services into French provided are aimed to improve service delivery and meet language policy and legislation requirements.		