

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.

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)	Review of the JD 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...	Diploma or higher.
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 2 years relevant experience or on-the-job training in translation OR language.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc.	Translation, research, interpretation, computer 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: Stewart Garae Director LSD Date / /
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Signed _____ Name: Gregoire Nimbtk DG MPM Date / /
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed _____ Name: George Shem PSC Date / /
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: 23 rd November 2018 (Circle the appropriate Decision) Name: Jean Yves Bibi Signed _____ Date 5 / 8 / 2020 PSC Secretary	

