

## 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>National Coordinator NLC</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.	<b>0075</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>PS 8.1</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 assist the Director in the provision of language services and to manage the running of the Vanuatu National Language Council in looking into all language affairs in Vanuatu, according to Articles 3 and 64 of the Constitution.	
<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>8.1</b>	Executing the Director's role during his absence.	<b>9.1</b>	Number of acting periods on the Director's position.
<b>8.2</b>	Management of the Language Act's Implementation Plan.	<b>9.2</b>	Implementation Plan established.
<b>8.3</b>	Coordination of the establishment of the VNLC.	<b>9.3</b>	VNLC established.
<b>8.4</b>	Execution of the role of VNLC Secretariat.	<b>9.4</b>	Number of VNLC meetings organized.
<b>8.5</b>	Establishment of VNLC Annual Plan.	<b>9.5</b>	VNLC Annual Plan established.
<b>8.6</b>	Production of quarterly reports on the performance of the VNLC.	<b>9.6</b>	Reports produced and submitted to Director.
<b>8.7</b>	Contribution to Department's Annual Report.	<b>9.7</b>	Contribution to Annual Report produced and submitted to Director.
<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>	Coordinate the provisions of language services (other than translation and interpretation) to Government ministries and departments, as well as other public and private institutions in Vanuatu.		
<b>10.2</b>	Coordinate the implement the Language Act and Language Policies.		
<b>10.3</b>	Coordinate the establishment of the Vanuatu National Language Council (VNLC) and the work of its members.		
<b>10.4</b>	Coordinate the execution of the role of the VNLC Secretariat.		
<b>10.5</b>	Oversee the payment of VNLC members according to the Language Act.		
<b>10.6</b>	Execute the Director's role, on acting basis, during his absence.		
<b>10.7</b>	Represent the Director in meetings and functions outside the Departments.		
<b>10.8</b>	Produce quarterly reports on the performance of the VNLC and submit to the Director.		
<b>10.9</b>	Establish and implement the annual Plan of the VNLC.		
<b>10.10</b>	Provide advice the Government on all language matters affecting Vanuatu, based on the Language Act.		
<b>10.11</b>	Assist in the preparation of the annual report of the Department.		

<b>10.12</b>	Perform any other work related duties as reasonably required by the Director.	
<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
	Director LSD.	Members of the VNLC.
<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>
	DGs, Directors, SLO and PSC.	PM's Political Advisor(s), EO MPM.
<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>
	Parliament, Government ministries and departments.	Private sector.
<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.	Dealing with language matters in order to provide government services and language-related advice to Government and Director in the provision of language services and to manage the running of the Vanuatu National Language Council in looking into all language affairs in Vanuatu, according to Articles 3 and 64 of the Constitution.
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Occasional travels to islands and abroad.
<b>19</b>	<b>Reason for Seeking Approval</b> (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	New JD format and GRT Determination
<b>20</b>	<b>CRITERIA TO BE SELECTED FOR THIS POST</b> (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 of Arts or higher.
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Language OR Law OR economics 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 5 years relevant experience in a senior public administration level and translation/interpretation. Good knowledge of language matters in Vanuatu.
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc.	Management and supervisory, language, translation, interpretation, planning, analytical, policy development, computer, driving, negotiation, report writing, organization and research skills.
<b>20.5</b>	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	Open minded and able to think logically and practically.
<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.	Show a sense of professionalism, respect for others, punctuality, judgement, trustworthiness, commitment and honesty.
<b>20.8</b>	<b>Language</b> "English, French and Bislama" is usual.	English, French & Bislama.
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	Signed _____ Name Samuel Garae Date / /
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate	Signed _____ Name: Gregoire Nimbtik

	Plan, and is required.	Date / /
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed Name: George Shem Date / /
21.4	<p><b>DECISION OF PUBLIC SERVICE COMMISSION</b></p> <p>Decision: <u>Approved</u> or Deferred or Amended      Date of Decision: 23<sup>rd</sup> November 2018  (Circle the appropriate Decision)</p> <p>Name : Jean Yves Bibi PSC Secretary    Signed .....  Date 8/5/ 2020</p>	