

## 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.		