

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	INTERPRETER (F) or (B)	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0076 0078 0079	
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 interpretation services from English into French 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.
8.1	Assistance in the establishment of personal work plan.	9.1	Work plan established.
8.2	Provision of interpretation services in courts or any other meetings organized by the Government.	9.2	Number of interpretation sessions executed.
8.3	Recording of technical terms.	9.3	Technical terms recorded and sent to PLOs.
8.4	Translation of documents received from PLOs.	9.4	Number of translated documents 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	Assist PLOs to establish a personal work plan taking into account the planned interpretation topics (as first priority) and the documents received for translation (as second priority);		
10.2	Undertake research (whether online or elsewhere) with regard to each technical document received for translation or based on planned interpretation topics, using research techniques;		
10.3	Provide interpretations services in courts or any government organized meetings, using interpretation and translation techniques;		
10.4	Assist the other Department's sections, when possible, in language matters;		
10.5	Pick out any technical terms used in Vanuatu and the Pacific, for the Department's terminology bank;		
10.6	Assist legal translators, when required, in language matters;		
10.7	Prepare language awareness material to be carried out in schools and communities;		
10.8	Carry out language awareness in schools and communities;		
10.9	Translate, into either French or Bislama, documents received from PLOs for translation, using translation techniques, when no interpretation is planned to undertake;		
10.10	Perform any other work related duties as reasonably requested by Supervisor.		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	PLOs.		Nil.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Other translators.		Administration staff.