


## 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>	INTERPRETER (F) or (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.	0076 0078 0079	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	PS 6.1	
<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 provide interpretation services from English into French and Bislama.	
<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>	Assistance in the establishment of personal work plan.	<b>9.1</b>	Work plan established.
<b>8.2</b>	Provision of interpretation services in courts or any other meetings organized by the Government.	<b>9.2</b>	Number of interpretation sessions executed.
<b>8.3</b>	Recording of technical terms.	<b>9.3</b>	Technical terms recorded and sent to PLOs.
<b>8.4</b>	Translation of documents received from PLOs.	<b>9.4</b>	Number of translated documents recorded.
<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>	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);		
<b>10.2</b>	Undertake research (whether online or elsewhere) with regard to each technical document received for translation or based on planned interpretation topics, using research techniques;		
<b>10.3</b>	Provide interpretations services in courts or any government organized meetings, using interpretation and translation techniques;		
<b>10.4</b>	Assist the other Department's sections, when possible, in language matters;		
<b>10.5</b>	Pick out any technical terms used in Vanuatu and the Pacific, for the Department's terminology bank;		
<b>10.6</b>	Assist legal translators, when required, in language matters;		
<b>10.7</b>	Prepare language awareness material to be carried out in schools and communities;		
<b>10.8</b>	Carry out language awareness in schools and communities;		
<b>10.9</b>	Translate, into either French or Bislama, documents received from PLOs for translation, using translation techniques, when no interpretation is planned to undertake;		
<b>10.10</b>	Perform any other work related duties as reasonably requested by Supervisor.		
<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
	PLOs.		Nil.
<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>
	Other translators.		Administration staff.



<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>
	Language Liaison Officers of other Government Departments & Ministries.		Clients.
<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.		Interpretation services from English into French and Bislama.
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		Prepared to work under pressure. Occasional visits in the islands.
<b>19</b>	<b>Reason for Seeking Approval</b> (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)		Revision of Job Description & 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 Degree.
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable		Language OR Interpretation OR Language 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 4 years relevant experience or on-the-job training in language.
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc.		Interpretation, research, translation, computer, driving skills.
<b>n</b>	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....		Analytical and practical.
<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.		Able to maintain confidentiality, honest, trustworthy, committed and punctual.
<b>20.8</b>	<b>Language</b> "English, French and Bislama" is usual.		Excellent written and spoken French, English & 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 Plan, and is required.	Signed	Name: Gregoire Nimbtik
		Date / /	
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed	Name: George Shem
		Date / /	
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>		
	Decision: <u>Approved</u> or Deferred or Amended      Date of Decision: <u>23<sup>rd</sup> November 2018</u> (Circle the appropriate Decision)		
	Name : Jean Yves Bibi PSC Secretary    Signed .....  .....      Date <u>5/8</u> 2020		

