

## 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>SENIOR LANGUAGE OFFICER (SLO) FRENCH LEGAL</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>0077</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>PS 6.1</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 provide legal translation services into French.	
<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>	Translation of 1,000 words per day.	<b>9.1</b>	Number of documents and words recorded.
<b>8.2</b>	Assistance in the establishment of personal work plan.	<b>9.2</b>	Work plan established.
<b>8.3</b>	Assistance in French translation, when required.	<b>9.3</b>	Number of assistance provided to French translators.
<b>8.4</b>	Assistance to French interpreters when possible.	<b>9.4</b>	Number of assistance provided to French interpreters.
<b>8.5</b>	Recording of technical terms.	<b>9.5</b>	Technical terms recorded and sent to PLO French Legal.
<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>	Record the wide variety of documents, and their number of words, received from PLO French Legal for translation;		
<b>10.2</b>	Assist PLO French Legal to establish a personal annual work plan taking into account the documents received for translation;		
<b>10.3</b>	Undertake research (whether online or elsewhere) with regard to each technical document received for translation, using research techniques;		
<b>10.4</b>	Translate into French at least 1,000 words/day of the documents received for translation, using translation techniques;		
<b>10.5</b>	Assist French translators, when required, in French translations;		
<b>10.6</b>	Assist interpreters, when possible, with translations matters;		
<b>10.7</b>	Pick out and record any technical terms used in Vanuatu and the Pacific, for the Department terminology bank;		
<b>10.8</b>	Carry out language awareness in schools and communities;		
<b>10.9</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
	PLO French Legal.		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 in LSD.		Administration staff of LSD.