

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	REVISER & TERMINOLOGIST	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0080	
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 revise documents translated by LOs, proofread the SLOs translated documents when necessary and manage the terminology bank of the Department.	
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	Establishment of the section's yearly work Plan.	9.1	Work Plan established.
8.2	Revision of documents translated by LOs	9.2	Number of documents revised well recorded.
8.3	Proofreading of documents translated by SLOs and other Government, constitutional and statutory institutions.	9.3	Number of documents proofread well recorded.
8.4	Research of technical terms used in Vanuatu and the Pacific region and entering of these terms into the terminology bank.	9.4	Number of terms researched and entered into the terminology bank well recorded.
8.5	Production of awareness materials on terminology.	9.5	Materials prepared.
8.6	Production of the section's quarterly reports on the performance of the section.	9.6	Reports submitted to Director (1/quarter).
8.7	Yearly reporting on the use and continuous development of the terminology bank.	9.7	Report submitted to Director.
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	Establish a yearly work plan for the section;		
10.2	Coordinate the daily activities of the section;		
10.3	Coordinate the establishment and operation of the terminology bank;		
10.4	Coordinate the definition and equivalence of all the terms entered into the terminology bank in English, French and Bislama;		
10.5	Produce quarterly reports and an Annual Report on the section's performance for submission them to Director;		
10.6	Research all technical terms and enter them, with those received from PLOs, SLOs, Interpreters and LOs, into the terminology bank;		