


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;		

10.7	Revise documents translated by LOs and record them;	
10.8	Proofread documents translated by SLOs and Interpreters as well as other Government ministries and departments, as well as constitutional and statutory bodies, when necessary, and record them;	
10.9	Liaise with OGCIO for the maintenance and accessibility of the terminology bank;	
10.10	Prepare school or community awareness materials on terminology;	
10.11	Execute language awareness in schools and communities;	
10.12	Perform any other work related duties as requested by the Director.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Director.	None.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Other technical sections of the Department.	Administration & Finance Officer.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Translators and Interpreters.	Members of public
17	Impact of Decisions (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. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Documents translated by LOs, proofread the SLOs translated documents when necessary and manage the terminology bank of the Department are revised promptly accurately & professionally
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Prepared to work under pressure. Occasional visits in the islands.
19	Reason for Seeking Approval (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 JD and GRT Determination.
20	CRITERIA TO BE SELECTED FOR THIS POST (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.)	
20.1	Qualification the required qualification for the job e.g. certificate, diploma, degree...	Bachelor of Arts.
20.2	Special Business Education refers to the field of study that would be preferable	Translation OR Interpretation OR Language OR related fields.
20.3	Experience 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 3-5 years relevant experience in translation and supervision or management.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc.	Management, supervisory, terminology, translation, interpretation, planning, analytical, computer, driving, report writing, organization and research skills.
n	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical.
20.6	Communication/ Interpersonal Skills list the skills required of this position	Excellent verbal and written communication skills.
20.7	Behavioral Competencies refers to the personal attributes or characteristics needed for the position.	Able to maintain confidentiality, honest, trustworthy, committed and punctual.
20.8	Language "English, French and Bislama" is usual.	Excellent written and spoken French, English & Bislama.
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	

21.1	Prepared in the Ministry by ...	Signed _____ Name Samuel Garae Date / /
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Signed _____ Name: Gregoire Nimbtik Date / /
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Signed _____ Name George Shem Date / /
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: <u>23rd November 2018</u> (Circle the appropriate Decision) Name : Jean Yves Bibi PSC Secretary Signed  Date <u>5/8</u> / 2020	

