

Name of Position Holder: VACANT	
Job Title	SENIOR HANSARD SUB-EDITOR
Division	TRANSLATION AND INTERPRETATION SERVICES DIVISION
Reports to	MANAGER TRANSLATION AND INTERPRETATION SERVICES DIVISION.
Reporting positions	na
Classification level	
Salary	\$29,743 PA
Main purpose of Role	To ensure that Samoan Hansard is translated to English and that assigned work is translated in an accurate and timely fashion.
Key tasks	
Technical	<ol style="list-style-type: none"> 1. Assists with the translation of Samoan Hansard to English. 2. Assists with the editing of daily English transcriptions. 3. Assists with the simultaneous translation of Parliamentary proceedings. 4. Assists with the translation of Bills, Acts, Regulations and any other assigned Parliamentary paper.
Quality Assurance and customer satisfaction	
Business planning, reporting and management	
People management, development and teamwork	
Administration	
Advice and consultancy	
General Responsibilities	<ol style="list-style-type: none"> 1. Adheres to the Office's Equal Employment Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible. 2. Is responsible for own health and safety and that of colleagues. 3. Undertakes other such other duties as may be reasonably expected.
Performance Measures	<ol style="list-style-type: none"> 1. Timely and accurate translation of Samoan Hansard and assigned work.

	<ul style="list-style-type: none"> 2. Timely editing of English transcriptions. 3. Accurate simultaneous translation of Parliamentary proceedings. 4. Accurate and timely translation of assigned work.
Decision Making Authority	
Frequent Contacts	1. Secretariat Staff
Selection Criteria	
Qualifications	1. Minimum qualification of a Bachelors degree in a relevant discipline (Essential).
Experience	2. Minimum of at least 2 years of relevant work experience (Essential).
Skills	<ul style="list-style-type: none"> 3. Must have good communication skills and attention to detail skills (Essential). 4. Must have highly developed written and oral skills in both Samoan and English (Essential). 5. Must have highly developed simultaneous interpretation skills in interpreting the Samoan language into the English Language and vice versa (Essential).
Personal Attributes	<ul style="list-style-type: none"> 6. Must possess pleasant manners, follows instructions well, approachable with attention to detail skills (Essential) 7. Must be an effective team player with a flexible attitude to working hours (Essential)
Document History	
Approval Date	
Review Date	
Revision History	