

Name of Position Holder: VACANT	
Job Title	SENIOR PARLIAMENTARY TRANSLATION OFFICER
Division	TRANSLATION AND INTERPRETATION SERVICES DIVISION
Reports to	MANAGER, TRANSLATION AND INTERPRETATION SERVICES
Reporting positions	NA
Classification level	A16
Salary	\$38,771 PA
Main purpose of Role	To ensure that the translation, transcription, formatting and editing of Bills, Amendments, Regulations, Orders, Proclamation Notices, Annual reports, Main or Supplementary Estimates or any document as instructed by the Clerk or Deputy Clerk is produced in an accurate and timely manner.
Key tasks	
Technical	<ol style="list-style-type: none"> 1. Translates drafts of Bills, Regulations and other work delegated by the Manager. 2. Double checks the formatting of final drafts of all work translated. 3. Assists Sub-Editors with simultaneous interpretation of Parliamentary proceedings. 4. Edits the translations of Bills, Acts, Amendments, Regulations, Orders, Proclamation Notices, Annual reports, Main or Supplementary Estimates or any document as instructed by the Clerk or Deputy Clerk. 5. Compiles and updates the Glossary of words used in translations. 6. Assists with filing of reference materials eg. Acts etc.
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. Accurate translation of draft Bills and other tasks delegated by Manager. 2. All translation work is final checked for accurate formatting. 3. Accurate simultaneous interpretation of Parliamentary proceedings. 4. Accurate compilation and up to date glossaries of words/terms used in translation work. 5. Accurate filing system kept of reference materials.
Decision Making Authority	
Frequent Contacts	1. Secretariat Staff, General public.
Selection Criteria	
Qualifications	1. Minimum requirement of a Bachelors degree in English, Samoan or in any relevant discipline (Essential)
Experience	2. At least 2 years work experience in a relevant field (Essential)
Skills	<ol style="list-style-type: none"> 3. Must have strong written and oral skills in both Samoan and English (Essential) 4. Must have strong simultaneous interpretation skills in interpreting the Samoan language into the English language and vice versa (Essential) 5. Must have good communication skills and attention to detail skills (Essential).
Personal Attributes	<ol style="list-style-type: none"> 6. Must possess pleasant manners, follows instructions well and be approachable (Essential) 7. Must be an effective team player with a flexible attitude to working hours (Essential)
Document History	
Approval Date	
Review Date	
Revision History	