

## **P-3 Translator**

### **A. Organizational Setting**

One of the main functions assigned to the IAEA by its Statute is to foster the exchange of scientific and technical information and the dissemination of knowledge in the nuclear field among Member States.

To enable the effective exchange and dissemination of information relevant to the IAEA's work and mandate between the Secretariat and Member States, the Division of Conference and Document Services coordinates and supports the implementation of these activities for its users and clients, both internal and external, by organizing meetings and conferences, issuing documents in the six official IAEA languages, i.e. Arabic, Chinese, English, French, Russian and Spanish, and preparing and distributing publications.

The *language* Translation Section is one of six translation sections in the Division providing translations of a broad range of documents and publications into the official languages. It is responsible for translating documents into *language*. High quality translations are required and often short deadlines have to be met.

### **B. Main purpose**

As a member of a team led by the Section Head, the incumbent translates a range of administrative, legal, economic, scientific and technical texts, particularly in the field of nuclear physics and engineering. The incumbent applies his/her analytical, linguistic and drafting skills to translating texts covering all aspects of the IAEA's activities.

### **C. Role**

The Translator provides accurate, timely and stylistically appropriate translations of texts written mainly in English. The incumbent's translations are normally checked by a reviser before being finalized for distribution to Member States and/or members of the Secretariat.

### **D. Partnerships**

The Translator establishes contacts with terminology and reference staff to elucidate difficulties arising from texts submitted for translation and sometimes with other specialist staff elsewhere in the IAEA to discuss the most suitable translation of a term.

#### **E. Functions / Key Results Expected**

- Translate, mainly from English into *language*, a broad range of administrative, legal, scientific and technical texts and to ensure that translations are equivalent in meaning and style to the original texts.
- Research points of terminology, language and subject matter to assist in the development of the central terminology database and reference archive.
- Perform any other duties normally carried out by the members of a translation section in an international organization.

#### **F. Knowledge, Skills and Abilities**

- Knowledge and experience in using Microsoft Office software and IT translation tools.
- Clear and concise style; broad general knowledge; demonstrated aptitude for technical and general translation work.
- Some knowledge of scientific and technical subjects, particularly in the nuclear field, and the ability (not necessarily with a formal scientific background) to grasp scientific problems and handle difficult technical material.
- Familiarity with the IAEA and its operations would be regarded as an asset.
- Ability to work under time pressure, using the latest technology and methods, while maintaining high levels of output and quality.
- Skill and initiative in researching points of terminology, language and subject matter.

#### **G. Education, Experience and Language Skills**

- University degree in languages or in a technical or scientific field.
- At least three years of relevant working experience in translating scientific and technical texts into language.
- Experience in an international organization would be a strong asset.
- *Language* as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- Thorough knowledge of written and spoken English essential. Knowledge of at least one other official IAEA language would be an advantage.