

P4 Reviser

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 exclusively using computer-assisted translation software and revises 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 and revising texts translated by others. The incumbent checks the work of translators for accuracy, completeness, comprehensibility, style and presentation and is responsible for the quality of the translation of the texts which pass through his/her hands.

C. Role

The Reviser provides accurate, timely and stylistically appropriate revisions and translations of texts written mainly in English for distribution to Member States and/or members of the Secretariat. His/her duties may include the planning and coordination of the work of small groups of translators.

D. Partnerships

The Reviser 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. He/she may have contacts with delegates and

counterparts in other organizations.

E. Functions / Key Results Expected

- Revise translations from English into *language* of a range of scientific, technical, administrative and legal texts and to ensure that translations are equivalent in meaning and style to the original texts.
- Translate and self-revise urgent and/or confidential texts.
- Research points of terminology, language and subject matter and assist in the development of the central terminology database and reference archive.
- Provide training and guidance to translators as necessary and deputize for the Section Head when required.

F. Knowledge, Skills and Abilities

- 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 train and provide guidance to translators.
- Ability to interact effectively with internal and external counterparts.
- Ability to work under pressure, using the latest technology and methods, while maintaining high levels of production 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 seven years of relevant experience, of which at least four should have been with an international organization.
- Knowledge and experience in using Microsoft Office software and IT translation tools, in particular SDL TRADOS Workbench and SDL TRADOS Multiterm.
- Experience in supervising small teams of translators would be an asset.
- *Language* as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- Very thorough knowledge of English is essential. Knowledge of at least one other official

IAEA language would be an advantage.