

P-5 Section Head

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. It is responsible for translating documents into *language*. High quality translations are required and often short deadlines are involved.

B. Main purpose

To plan, coordinate and supervise the translation/revision activities of the Section, ensuring the high quality and timely delivery of texts translated into *language* for distribution to Member States and/or members of the Secretariat.

C. Role

The Section Head is: a translator and a reviser who is responsible for the overall quality and timeliness of all IAEA translations into *language* for distribution to Member States and/or members of the Secretariat; a manager planning and monitoring the work and supervising the staff of the Section.

D. Partnerships

The Section Head establishes contacts with translation coordination staff to clarify problems 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, counterparts in other organizations and external translators.

E. Functions / Key Results Expected

- Plan, supervise and monitor the work of the Section and provide training and guidance.
- Take authoritative decisions regarding terminology, style and usage in *language*.
- Revise the translations done by other members of the Section.
- Translate and self revise texts mainly from English into *language* covering a range of scientific, technical, administrative and legal subjects ensuring that translations are equivalent in meaning and style to the original texts.

F. Knowledge, Skills and Abilities

Technical expertise:

- Demonstrated aptitude for technical and general translation work:
 - 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.
- Demonstrated ability to perform effectively as a motivating leader and to promote collaboration with the various Departments of the IAEA.
- Strong interpersonal skills to interact effectively with internal and external counterparts.
- Strong planning and organizing skills: Ability to allocate an appropriate amount of time and resources for completing work under time pressure using the latest technology and methods and 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 (or equivalent) degree in languages or in a technical or scientific field.
- *Language* as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- Very thorough knowledge of written and spoken English. Knowledge of other IAEA languages would be an advantage.
- At least ten 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 managing staff, including the ability to lead effectively a work team in a multicultural environment.