



POSITION TITLE:	Senior Reviser (Arabic)	GRADE LEVEL:	P-5
ORGANIZATIONAL UNIT:	Meeting Programming and Documentation Service, CSCM Conference, Council and Protocol Affairs Division Corporate Services, Human Resources, and Finance Department, CS	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed-Term: Three Years
		POST CODE/N°:	C/0030112
		CCOG CODE:	1006

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chief, Meeting Programming and Documentation Service, will direct and periodically plan the work of staff and external translators/revisers in the Arabic Translation Group as to ensure correct, idiomatic and timely translations of meeting documents, publications, correspondence and other materials, having a quality consistent with the intended use of the translation. Specifically will:

- make authoritative linguistic determinations, especially in technical and subject fields where specialized vocabulary is only emerging;
- review and check translations produced, both in the Group and by external contract translators; evaluate the acceptability of texts produced by contract translators or other sources outside the Service;
- manage the work programme of the Group and monitor financial implications of all related decisions to ensure a balanced financial position of the Arabic translation pool;
- provide leadership and demonstrate capacity to motivate the team and act in the interest of the Service;
- maintain close contacts with appropriate officers in all parts of the Organization and with external linguists and technical authorities in respect of language problems and the provision of suitable reference materials and sources for the work of the staff;
- contribute regularly to the building up of terminological data bases and useful reference materials;
- select contract translators suitable for inclusion in the Organization's roster of acceptable contract workers; determine the most suitable contract for and appropriate rate of payment of all external jobs taking into consideration the degree of difficulty and time frame;
- prepare, administer and evaluate tests of applicants for posts of reviser, translator/reviser and translator;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University Degree in Linguistic Studies or Translation, or in another FAO field such as Agriculture, Economics or Law with specialization in languages
- Ten years of relevant experience in translation/revision work
- Excellent knowledge of Arabic and good working knowledge of English and French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in responsible translation/revision work
- Demonstrated ability to accurately translate highly specialized technical subjects and to analyze problems and detect flaws in translation
- Demonstrated clear expression and rapid composition in Arabic and to translate from English, French into Arabic
- Extent of professional vocabulary coupled with a keen sense of semantics
- Extent of experience in the use of modern translation tools
- Quality of demonstrated leadership skills and ability to build an effective team
- Extent of experience in planning, organizing and supervising a wide range of translation activities, including budget monitoring and management

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

Level P-5 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ 130,297 to US\$ 150,038 (without dependants) and from US\$ 140,254 to US\$ 162,828 (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **2302-CSC**
 Chief, Meeting Programming and Documentation Service, CSCM
 FAO Viale delle Terme di Caracalla 00153 Rome ITALY
 Fax No: +39 06 57056241
 E-mail: VA-2302 -CSC@fao.org

This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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