



Enabling poor rural people to overcome poverty
Œuvrer pour que les populations rurales pauvres se libèrent de la pauvreté
Dar a la población rural pobre la oportunidad de salir de la pobreza
تمكين السكان الريفيين الفقراء من التغلب على الفقر

Vacancy Announcement

Vacancy announcement No.	10/26/P
Date of issue:	30 August, 2010
Deadline for applications:	29 September, 2010
Position Title:	Arabic Translator
Organizational Unit	Language Services (LS) Office of the Secretary (SEC)
Level:	P-3
CCOG Code:	1.O.06
Duty station:	Rome
Date of entry on duty:	As soon as possible
Duration of assignment:	2-year fixed term <i>(Possibility of renewal is subject to availability of funds)</i>

Duties and responsibilities: Under the general supervision of the Head of Language Services and the guidance of the Arabic Senior Translator/Reviser, the incumbent will perform the following duties:

1. Produce translations into Arabic from English (and occasionally French) of a wide variety of often complex documents (including technical papers, policy and financial documents, official correspondence), respecting deadlines and using appropriate terminology. The translated version should be, in meaning, style and effectiveness, equivalent to the original version. The work produced should not need revision but only monitoring by the Senior Translator/Reviser.
2. Actively contribute to terminology and reference databases by conducting linguistic and terminological research on Arabic usage in technical subject-matter areas, new development jargon and concepts, using all sources of reference and information.
3. Cross-check translations produced by contract translators, making corrections as necessary and bringing relevant issues to the attention of the Senior Translator/Reviser.
4. Liaise with the English Section to solve problems identified in English original version, and answer queries by Quality Check and Terminology Assistants, bringing relevant issues to the attention of the Senior Translator/Reviser.
5. Edit or rewrite originals drafted in Arabic, liaising with originators as needed.
6. Assist in adopting new office automation technology, such as computer-assisted translation, and recommend any new tools that may be applicable to the Section's work.
7. Answer inquiries from around the house on IFAD style, format and procedures.
8. Advise Senior Translator/Reviser on adjustments to glossaries, guidelines and manuals used by the Section.
9. Identify and propose to the Senior Translator/Reviser recruitment of external translators and assist, as required, in the upkeep of the Section's roster of professional staff.
10. Assist Senior Translator/Reviser in his/her duties and replace him/her in absences as necessary.
11. Perform other duties as assigned.

Education and experience:

- University degree in language, translation or in an IFAD field (agriculture, finance, law, economics, etc.) with specialization in languages. A translator's diploma from a recognized university or institute would be an asset.
- Minimum five years of progressively responsible professional experience in translation work with an international organization.
- Knowledge of a broad range of subjects dealt with by IFAD (political, social, legal, economic, financial, administrative, scientific and technical).
- Familiarity with technical terminology related to economics and agriculture.
- Familiarity with use of Computer Assisted Translation (CAT) tools and terminology data bases.

Required competencies:

- **Performer** – with strong, articulate translating skills and mastery of terminological and reference research techniques; able to use all sources of reference and information and to do research; able to work under very tight deadlines
- **Competent Planner and Organizer** – able to plan own work in a well-organized manner and to identify priority assignments; able to prioritize activities of others when required
- **Team Player** – able to work as part of a team and part of cross-cutting teams; excellent interpersonal skills; willing to share tasks and information with others

Communication

- Arabic mother tongue; extensive vocabulary coupled with a keen sense of semantics. Perfect knowledge of syntax and stylistics.
- Excellent knowledge of English and good working knowledge of French.
- Knowledge of other (official and non-official) languages desirable.

Other information

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD, and they may be assigned by him/her to any of the activities of IFAD, including field assignments and/or rotation within IFAD.

IFAD reserves the right to appoint a candidate at a lower level than that advertised commensurate with experience and knowledge.

Interested candidates are requested to apply by **completing IFAD's Personal History Form (PHF) in English**. A separate CV may be attached if you so desire, only as a supplement and not a substitute to the PHF. The PHF is available on the web-site <http://www.ifad.org>. The applications need to be addressed to the Human Resources Division, Via Paolo di Dono 44, 00142 Rome, Italy, Fax +39-06-5043463, Email vacancy@ifad.org. and must clearly indicate the Vacancy Number and position title. **Any application received by IFAD after the closing date or not fulfilling the above-indicated requirements, will not be considered.**

In the interest of making most cost effective use of funds and resources, we are only able to respond to applicants who are short-listed for interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful.

Short-listed candidates will be required to undergo a written translation examination.