



International Civil Aviation Organization Vacancy Notice

Position Information

Title	2016/58/P Language Officer (Translator), Russian	Vacancy notice	2016/10193/P
Level	P3	Posting period	2016-12-19 to 2017-01-19
Duty station	Montreal	Date for entry on duty	As soon as possible

The Organizational Setting

Language and Publications provides interpretation, translation, and editorial services in the six ICAO working languages (Arabic, Chinese, English, French, Russian, and Spanish). Based on the principle of simultaneous distribution, it ensures the issuance of documentation to Council, its deliberative bodies, the Air Navigation Commission, and other ICAO meetings held within and away from Headquarters.

As a member of a team led by the Chief, Russian Translation Section and under the supervision of the Section Chief, the Translator provides timely, accurate, and stylistically appropriate translations, applying his/her linguistic skills.

For this assignment, the incumbent will be working from English and one other official language of ICAO into Russian.

Major Duties and Responsibilities

Function 1 (incl. Expected Results)

Translates texts of technical, legal or administrative specialised subjects dealt with by ICAO, achieving results such as:

- Produce accurate and complete versions in the target language, using the most appropriate vocabulary and the commonly accepted equivalents of professional, scientific or technical terms.
- Convey faithfully the full meaning of each text as befits the intended use and the target readership of the translated version.
- Use appropriate terminology or help identify new terminology where none exists in the target language.
- Ensure consistency with other translators working on the same document.
- Meet deadlines with regard to translation assignments, maintaining a high degree of quality.
- Type and format translations directly in a text-processing software.

Function 2 (incl. Expected Results)

Provides input to enriching, updating and maintaining the terminology database, related reference material and guidelines and fosters the usage and advantages of CAT tools, achieving results such as:

- Acquire and expand information about the professional, scientific or technical subject matter and terminology common to ICAO.
- Contribute to the review of and/or establishment of new terminological guidelines.
- Adapt guidelines in the form of technical vocabularies or terminological bulletins in cases where well-established or commonly accepted equivalents in the language of translation do not exist or are required by the context of the original text.
- Acquire high level of proficiency in the use of CAT tools and other electronic translation systems in use.
- Liaison with the Documents Management and Outsourcing Section (DMO) on updating, expanding and

implementing the CAT tools.

- Provide feedback on reliability and efficiency of CAT tools and make recommendations regarding advancing or improving its usage.

Function 3 (incl. Expected Results)

Carries out terminological research related to texts being translated

- Clarify the meaning of terms and expressions with the text originator.
- In collaboration with the Section Chief and the Terminology Officer, conduct terminological research using appropriate tools, search engines and modern software and systems.
- Ensure terminological consistency and cross-cultural equivalence between the translation and the source texts.
- Develop, in coordination with the originator, the Section Chief, the Terminology Officer, and/or subject matter experts, new terminology for use where terminological equivalents do not exist in the target language.
- Alert the Terminology Officer of any new terminology or gaps in terminology databases and make recommendations to fill the gaps.
- Pro-actively provide input to the development of translation databases.

Function 4 (incl. Expected Results)

Ensures the quality of translations at all times, achieving results such as:

- Analyse the form and content of source and target texts.
- Proofread translated text to eliminate possible errors in spelling or grammar.
- Communicate with the originator if necessary in order to ensure the message of the source text has been accurately conveyed in the target text.
- Ensure that the translation is both accurate and stylistically appropriate.

Function 5 (incl. Expected Results)

Performs other related duties as required, achieving results such as:

- Perform interpretation, when required.
- Advise clients on matters of terminology, style, grammar, etc.
- Participate in symposiums and seminars of interest to the profession.

Qualification and Experience

Education

Essential

- A first-level degree from a university or an institution of equivalent status, preferably with emphasis on modern languages, or on technical, legal or scientific studies.

Desirable

- Successful completion of the United Nations exam for translators.

Professional Experience

Essential

- At least five years of professional experience in translating from English to Russian, preferably technical or legal texts of difficult and complex nature, in a government, a large-scale private organization, or an international organization.

Desirable

- Ability to perform interpretation.
- Familiarity with the objectives and procedures of international organizations, and particularly those of ICAO.

Languages

Essential

A complete command of Russian as the mother tongue or the language used for the purpose of education is essential, along with a thorough knowledge of its syntax and stylistics. The incumbent must also have excellent knowledge of English and a very good command of one of the other official languages of the Organization (Arabic, Chinese, French or Spanish).

Competencies

Professionalism: A high degree of understanding of a wide range of technical or legal subjects; familiarity with computer-assisted translation tools (e.g. : MultiTrans, Trados, Déjà Vu, etc.); ability to type and format documents in a text-processing software; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Conditions of Employment

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (first year is probationary for an external candidate).

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

ICAO offers an attractive benefit package to its employees in accordance with the policies of the [International Civil Service Commission](#) (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

Remuneration:	Level P-3	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
		Single	USD 57,379		USD 19,394
		Dependency	USD 61,470		USD 20,776

(*) Post Adjustment is subject to change.

How to Apply

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers-new.icao.int/>

Notice to Candidates

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.