Job Description

French Interpreter-Translator/Senior Interpreter-Translator/Senior Interpreter-Reviser (CSFLTLF) (1600880)

• This vacancy shall be filled by a 3-year Term appointment in accordance with the Fund’s new employment rules taking effect on May 1, 2015.

Description

The International Monetary Fund (IMF) is looking to hire a French Interpreter-Translator for a headquarters-based position in Washington, DC.

Duties and Responsibilities:

Under the general supervision of the Chief Interpreter, the selected candidate will provide simultaneous and consecutive interpretation at headquarters, on missions, during Annual/Spring Meetings, and at other conferences and events. When working on mission, the selected candidate will coordinate interpretation assignments and revise and finalize the translation work produced by other team members.

Under the general supervision of the Chief of the French Translation Section, the selected candidate will translate a wide array of IMF documents and will be expected to prepare high-quality translations using CAT tools as well as word processing, spreadsheet, and other appropriate software. Responsibilities will include researching points of terminology, language, and subject matter, and organizing work to meet the assigned deadlines. The selected candidate will also revise or review translations produced by external contractors.

Qualifications

Candidates must hold an advanced degree, preferably in a language-related field, economics, and/or law, and have a minimum of four years of professional experience in translation and interpretation in the economic and financial fields.

In addition, the successful candidate should have the following:

• French mother tongue and excellent interpretation and translation skills from English into French. Sound knowledge of Spanish and/or Portuguese, as well as the ability to interpret from French into English, will be considered additional assets.
• A high level of competence in office automation; capacity to work well under pressure and to adapt rapidly to changing requirements while maintaining high levels of production and quality; ability to produce translations that require little or no revision; ability to work as part of a team; good interpersonal skills; and initiative in researching points of terminology, language, and subject matter, both for translation and interpretation assignments.

Proven project management skills, and experience in leading and supervising teams would be regarded as assets.

Shortlisted candidates will be required to take translation and interpretation tests. Finalists will be invited to an interview.
The IMF is committed to achieving a diverse staff, including gender, nationality, culture and educational background.