

## Job Description

### French Translator/Senior Translator/Reviser (CSFLTLF) ( 1600881)

- 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 Translator/Reviser for a headquarters-based position in Washington, DC.

#### Duties and Responsibilities:

Under the general supervision of the Chief of the French Translation Section, the selected candidate will translate a wide range of IMF documents. The selected candidate 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 in the economic and financial fields.

In addition to the qualifications set forth above, the successful candidate candidate should possess:

- French mother tongue and excellent translation skills from English into French. Sound knowledge of Spanish and/or Portuguese will be considered an additional asset.

Other requirements include:

- 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.

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

Shortlisted candidates will be required to take translation tests. Finalists will be invited to an interview.

The IMF is committed to achieving a diverse staff, including gender, nationality, culture and educational background.