

Job Details

Job Title Translator/Reviser (German main language)

Job ID 103672

Location LU - Luxembourg

Full/Part Time Full-Time

Favorite Job 

EIB Posting

The EIB, the European Union's bank, is seeking to recruit for its **General Secretariat (SG) - Governing Bodies (GB) – Linguistic Services (LING) – German Language Unit (DE)** at its headquarters in **Luxembourg**, a:

Translator/Reviser (German main language)

This is a preliminary campaign in order to fill future vacancies.

Candidates should take note that Panel interviews are planned to take place during the week commencing December 19, 2016

The EIB offers fixed-term contracts of up to a maximum of 6 years, according to business needs, with a possibility to convert to a permanent contract, subject to organisational requirements and individual performance.

Purpose

The Translator/Reviser translates texts from English and/or French and/or potentially other source languages into German and provides assistance to the Head of Unit. He/she works in a team of nine translators who make up one of the six units of the Linguistic Services Division and who contribute to meeting the Bank's institutional translation requirements.

Specific post environment and Operating network

The Translator/Reviser reports directly to the Head of the German Language Unit under the overall supervision of the Head of the Division for Linguistic Services.

Accountabilities

The Translator/Reviser will be responsible for:

- Translation of texts from English and/or French and/or potentially other source languages into German (mainly documents for the Board of Directors and texts for publication in print and on the website of the EIB)
- Revision of translations from English and/or French and/or potentially other source languages into German produced by in-house staff and freelance translators
- Active contribution towards enhancing the terminological entries in the Division's terminological data base (Multiterm)
- Contribution towards good maintenance and management of the Unit's translation memories

Qualifications

- University degree as a translator (very good knowledge in the fields of economics, business administration, finance and/or banking will be an asset) or in economics or business administration
- At least 3 years of professional experience as a translator/reviser in a national or international institution or in a private sector translation service (preferably in banking or finance)
- German as a main language. Excellent knowledge of English and French. Knowledge of other languages of the European Union (preferably Spanish or Italian) would be an advantage
- Good knowledge of the standard office tools, particularly MS Office tools, and of electronic translation tools (among which preferably SDL Studio) and general knowledge in the latest updates on that market
- Knowledge of the tasks and activities of the Bank would be an advantage

Competencies

- Proactive
- Aptitude for organisation and especially prioritisation of tasks
- Ability to work under pressure and to respect deadlines,
- Strong team player with excellent inter-personal skills
- Reliability
- Flexibility and adaptability

Deadline for applications: December 8, 2016