

Posting Title : Reviser, Chinese, P4  
Job Code Title : REVISER, CHINESE  
Department/ Office : Department for General Assembly and Conference Management  
Location : NEW YORK  
Posting Period : 20 January 2017-5 March 2017  
Job Opening number : 17-Language-DGACM-73101-R-NEW YORK (L)  
Staffing Exercise : N/A

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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### **Special Notice**

- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### **Org .Setting And Reporting**

This position is located in the Chinese Translation Service (CTS) of the Documentation Division, Department for General Assembly and Conference Management (DGACM) in New York. CTS is responsible for translating official UN documents and publications into Chinese. The incumbents work under the general supervision of the Chief of Service.

### **Responsibilities**

Within delegated authority, the Revisers will be responsible for the following duties:•Revises translations and original summary records dealing with a broad range of subjects dealt with by the United Nations. •Translates, mostly without revision, texts covering a broad range of subjects dealt with by the United Nations, particularly those subjects requiring experience and recognized proficiency. •Drafts, mostly without revision, summary records and serves as monitor of précis-writing teams. •Develops new terminology for use where none exists in the target language. •Carries out linguistic research and prepares terminological bulletins and glossaries, technical vocabularies and related reference tools. •Counsels and assists translators/précis-writers and briefs them on the procedures and practices of the Service, terminology and a broad range of subjects, as required. •Participates in the setting of terminology standards. •Supervises the work of small groups of translators/précis-writers. •Performs other related duties as required.

## **Competencies**

Professionalism - Ability to demonstrate good writing skills; high standard of accuracy, consistency to the style and nuances of the original text with a good grasp of the subject matter. Knowledge of a broad range of subjects such as political, social, legal, economic, financial, administrative, scientific and technical. Ability to use all sources of references, consultation and information relevant to text at hand. Ability to work under pressure and maintain adequate speed and volume of output. Ability to show a high level of versatility, judgement and discretion. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. 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. 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.

## **Education**

A first level degree from a university or from an institution of equivalent status is required. Must have passed the United Nations competitive examination for the recruitment of Chinese translators.

## **Work Experience**

A minimum of five years of experience in translation, self-revision and use of relevant computer software, electronic tools and databases, of which three preferably should have been in the United Nations or similar international organization.

## **Languages**

A perfect command of Chinese, which must be the candidate's main language. An excellent knowledge of English, as tested by the relevant United Nations competitive examination. Knowledge of an additional official language is desirable.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.