



UNESCO CAREERS - EXTERNAL CANDIDATES

Vacancy notice

Title TRANSLATOR / MINUTE-WRITER (This is a twin-graded post P-2/P-3. For junior translators, initial appointment will be at P-2 level).

Domain : Translation - French to English

Post Number : MSS 284

Grade : P-3

Organizational Unit : BUREAU OF MANAGEMENT OF SUPPORT SERVICES

Primary Location : FR-Paris

Recruitment open to : Internal and external candidates

Type of contract : Fixed Term

Salary : 59 855 Euros (Annual Salary)

Deadline (Midnight Paris Time) : June 29, 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the Bureau for the Management of Support Services, and the direct supervision of the Chief of the English Translation Unit (ETU) and Coordinator of Translation Services, the incumbent will perform the following responsibilities:

- Translate in a timely manner on-screen, official documents and material from French and at least one other official language of UNESCO (Arabic, Chinese, Russian and Spanish) into English, for periodicals and publications, general or specialized (education, science, social and human sciences, culture, communication, administration, etc.).
- Carry out the requisite research or obtain the necessary reference materials.
- Minute-write and edit verbatim records, on-screen, of meetings of governing bodies and other meetings.
- When sufficiently experienced, and if required, translate on a self-revised basis, revise and edit on-screen documents drafted in English, and participate in reading committees.
- Participate in the Unit's terminology work.

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in languages, translation or closely related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

- At least three years' professional experience of translation in a governmental or international organization.

Skills/Competencies

- Very good knowledge of UNESCO's major fields of action (education, science, social and human sciences, culture and/or communication and information).
- Ability to work quickly and accurately, often under pressure.
- Ability to maintain good working relations in a multicultural environment and to work effectively in a team.
- Good IT skills, including proficiency in word-processing.
- Good knowledge of language technologies and of Computer-Assisted Translation and Terminological (CAT) tools.

Languages

- Excellent knowledge of English (principal language), combined with very good knowledge of French and at least one other official language of UNESCO (Arabic, Chinese, Russian and Spanish).

DESIRABLE QUALIFICATIONS

Work Experience

- Experience of translation in an organization of the United Nations system.
- Experience in using Computer-Assisted Translation tools (CAT).

Skills/Competencies

- Specialization in one or more of the Organization's fields of competence (education, natural sciences, social and human sciences, culture, communication and information).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

UNESCO is committed to promoting geographical distribution ([last update](#)) and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.