



International Civil Aviation Organization

Temporary Vacancy Notice

POSITION INFORMATION

Post Title:	Language Officer – English (Interpreter-Translator)	Vacancy Notice:	2016/61/P 104975
Level:	P-3	Posting Period:	10 November – 26 November 2017
Duty Station:	Montréal	Date for entry on duty:	After 24 November 2017
Special Notice: The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “Achieve gender equality and empower all women and girls.” Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.			

THE ORGANIZATIONAL SETTING

Language and Publications provides interpretation, translation, and editorial services in the six ICAO working languages (Arabic, Chinese, English, French, Russian, and Spanish). Based on the principle of simultaneous distribution, it ensures the issuance of documentation to Council, its deliberative bodies, the Air Navigation Commission, and other ICAO meetings held within and away from Headquarters.

As a member of a team led by the Chief, Interpretation Section, the Interpreter/Translator provides high-quality interpretation and accurate, timely and stylistically appropriate translations of texts, applying his/her linguistic skills. At times the Interpreter/Translator might be asked to serve as Team Leader and to coach and guide other translators and interpreters when requested.

For this assignment, the incumbent will be working from French and Russian into English.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Performs interpretation services during meetings with specialized subject matter areas of ICAO, achieving results such as:

- High-quality interpretation services into the target language, especially for important, confidential or sensitive formal and informal meetings.
- Accurate and idiomatically-correct interpretation services for a wide variety of technical subjects.
- Accurate and idiomatic grasping and conveying of spoken words and concepts.
- Rapid assimilation of technical material.
- Adhere to interpretation and language guidelines.
- Provide pro-active input to the development of multilingual glossaries.

Function 2 (incl. Expected results)

Translates texts covering a broad range of technical, legal or administrative subjects dealt with by ICAO, from French and Russian into English, achieving results such as:

- Produce accurate and complete versions in the target language, using the most appropriate vocabulary and the commonly accepted equivalents of professional, scientific or technical terms.
- Convey faithfully the full meaning of each text as befits the intended use and the target readership of the translated version.
- Use appropriate terminology or help identify new terminology where none exists in the target language.
- Ensure consistency with other translators working on the same document.
- Meet deadlines with regard to translation assignments, maintaining a high degree of quality.

- Type and format translations directly in a text-processing software.

Function 3 (incl. Expected results)

Carry out terminological research related to texts being translated

- Clarify the meaning of terms and expressions with the text originator.
- In collaboration with the Translation Section Chief and the Terminology Officer, conduct terminological research using appropriate tools, search engines and modern software and systems.
- Ensure terminological consistency and cross-cultural equivalence between the translation and the source texts.
- Develop, in coordination with the originator, the Translation Section Chief, the Terminology Officer, and/or subject matter experts, new terminology for use where terminological equivalents do not exist in the target language.
- Alert the Terminology Officer of any new terminology or gaps in terminology databases and make recommendations to fill the gaps.
- Pro-actively provide input to the development of translation databases.

Function 4 (incl. Expected results)

Ensures the quality of translations at all times and provides input to the development of guidelines, policies and standards for translation and interpretation practices, achieving results such as:

- Analyse the form and content of source and target texts.
- Make the necessary changes to the translation.
- Proofread translated text to eliminate possible errors in spelling or grammar.
- Communicate with the author if necessary in order to ensure the message of the source text has been accurately conveyed in the target text.
- Ensure that the translation is both accurate and stylistically appropriate.
- Provide explanation, if necessary, of any corrections made.
- Identify the need for adaptation of guidelines to cases not covered in existing practices.
- Exercise independent judgement, discretion and research in choosing or determining professional equivalence in dealing with the meaning and appropriate rendering of difficult texts.
- Make recommendations for improving or revising the formulation and standardization of translation and interpretation guidelines.

Function 5 (incl. Expected results)

Performs other related duties as required, achieving results such as:

- Advise clients on matters of terminology, style, grammar, etc.
- Participate in symposiums and seminars of interest to the profession.
- Acquire feedback from clients and other sources on the quality of the language services provided; adapt own work and make recommendations on the improvement of the work of the Section.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree in a relevant field and/or a diploma from an internationally recognized interpretation school or programme.

Desirable

Successful completion of United Nations exam for interpreters and/or translators.

Professional experience

Essential

- At least six years of experience in conference interpretation from Russian/French into English, for a government, a large-scale private organization, or an organization of the United Nations Common System.
- Considerable experience in translating from Russian/French into English, preferably technical or legal texts of difficult and complex nature.

Desirable

- Work experience in the field of aviation

Languages

Essential

A complete command of English as the mother tongue or the language used for the purpose of education is essential, along with a thorough knowledge of its syntax and stylistics. The incumbent must also have excellent knowledge of Russian and French.

COMPETENCIES

Professionalism: Excellent knowledge of interpretation rules and procedures and practices; ability to perform interpretation at the level required in meetings dealing with complex, sensitive, and confidential matters; full mastery of simultaneous and consecutive interpretation skills; considerable experience in translating from Russian/French into English, preferably technical or legal texts of difficult and complex nature; ability to use translated documents in the booth and master good techniques of preparation for technical meetings; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; a high degree of understanding of a wide range of technical or legal subjects; 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.

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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a Temporary basis for 5 months.

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

ICAO offers an attractive benefit package to its employees in accordance with the policies of the [International Civil Service Commission](#) (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

Remuneration:	Level P-3	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
			USD 58,583		USD \$24,429

(*) Post Adjustment is subject to change.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers-new.icao.int/>

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.