

Translator (English)(P3)

(2017/0682 (002851))

Organization: MTCD-English Translation Section
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2017-11-22, 11:06:52 AM
Closing Date: **2018-01-06, 11:59:00 PM (CET)**
Duration in Months: 36
Contract Type: Fixed Term - Regular
Probation Period: 1 Year

MULTIPLE POSITIONS

Organizational Setting

One of the main functions assigned to the IAEA by its Statute is to foster the exchange of scientific and technical information and the dissemination of knowledge in the nuclear field among Member States. To facilitate the effective exchange and dissemination of information relevant to the IAEA's work and mandate, the Division of Conference and Document Services coordinates and supports the implementation of these activities for its users and clients, both internal and external, by organizing meetings and conferences, issuing documents in the six official IAEA languages, i.e. Arabic, Chinese, English, French, Russian and Spanish, and editing, printing and distributing publications. The English Translation Section is one of six Translation Sections in the Division providing translations of a broad range of documents and publications. It is responsible for translating documents into English and preparing summary records of Agency meetings. High quality translations and records are required and often short deadlines are involved.

Main Purpose

As a member of a team led by the Section Head, the incumbent translates into English a range of administrative, legal, economic, scientific and technical texts, particularly in the field of nuclear physics and engineering. The incumbent applies his/her analytical, linguistic and drafting skills to translating texts covering all aspects of the IAEA's activities. In addition, the incumbent prepares records in English of official meetings conducted in all six official languages.

Role

The Translator provides accurate, timely and stylistically appropriate translations into English of texts written mainly in Russian, Spanish and French. The incumbent's translations are normally checked by a Reviser before being finalized for distribution to Member States and/or members of the Secretariat. The Translator also provides précis-writing services for the preparation of summary records of official meetings and edits texts written in English by the IAEA's other divisions.

Functions / Key Results Expected

- Translate, mainly from Russian, Spanish and French into English, a broad range of texts and ensure that translations are equivalent in meaning and style to the original texts.
- Using a clear and concise style, précis-write statements delivered in all six official languages by delegates at meetings of the IAEA General Conference and Board of Governors and their Committees.
- Research points of terminology, language and subject matter in order to assist in the development of the central terminology database and reference archive.
- Perform any other duties normally carried out by the members of a translation section in an international organization.

Competencies and Expertise

Core Competencies

Name	Definition
Planning and Organizing	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.
Communication	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Achieving Results	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Actively contributes to achieving team results. Supports team decisions.

Functional Competencies

Name	Definition
Judgement/decision making	Consults with supervisor/manager and takes decisions in full compliance with the Agency's regulations and rules. Makes decisions reflecting best practice and professional theories and standards.
Analytical thinking	Analyses information to identify cause and effect relationships and correlations. Identifies critical elements and assesses consequences of different courses of action and proposes solutions.
Client orientation	Helps clients to analyse their needs. Seeks to understand service needs from the client's perspective and ensure that the client's standards are met.

Required Expertise

Function	Name	Expertise Description
Language and Conference Services	Translating	Demonstrated aptitude for technical and general translation work and broad general knowledge.
Language and Conference Services	Translation Support Tools	Knowledge and experience in using Microsoft Office software and IT translation tools, in particular SDL TRADOS Studio and SDL TRADOS Multiterm.

Asset Expertise

Function	Name	Expertise Description
Language and Conference Services	Précis-writing	Demonstrated aptitude for producing summary records and working under pressure while maintaining high levels of quality.
Language and Conference Services	Terminology	Knowledge of the principles of terminology and ability to research terminology-related issues.

Qualifications, Experience and Language skills

- University degree in languages or in a technical or scientific field.
- At least five years of relevant working experience in translating scientific and technical texts into English, particularly in the nuclear field.
- Experience in an international organization would be a strong asset.
- English as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- Very thorough knowledge of Russian and French and/or Spanish essential. Working knowledge of another official IAEA language or German an advantage.
- Familiarity with the IAEA and its operations is an asset.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$58583** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 28120***, dependency benefits, [rental subsidy](#), [education grant](#), [relocation](#) and [repatriation expenses](#); 6 weeks' annual vacation, [home leave](#), [pension plan](#) and [health insurance](#)

Applications from qualified women and candidates from developing countries are encouraged

Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. The IAEA is committed to applying the highest ethical standards in carrying out its mandate. As part of the United Nations common system, the IAEA subscribes to the following core ethical standards (or values): [Integrity](#), [Professionalism](#) and [Respect for diversity](#). Staff members may be assigned to any location. The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated above. Testing may be part of the recruitment process

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([https://iaea.taleo.net/careersection/ex/jobdetail.ftl?job=2017/0682\(002851\)&tz=GMT%2B01%3A00](https://iaea.taleo.net/careersection/ex/jobdetail.ftl?job=2017/0682(002851)&tz=GMT%2B01%3A00))