

Language Services Specialist(P3)

(2017/0756 (018585))

Organization: MTC- Language Services Support Section
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2017-11-28, 2:59:02 PM
Closing Date: **2018-01-12, 11:59:00 PM CET**
Duration in Months: 36
Contract Type: Fixed Term - Regular
Probation Period: 1 Year

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 Language Services Support Section coordinates the work of the six Translation Sections in the Division. It is responsible for processing incoming translation requests and transmitting them to the Translation Sections, for liaising with customers regarding all translation requests and with the Publishing Section for translations that are published or printed, and for providing terminology and reference support to the translators.

Main Purpose

Reporting to the Section Head, the Language Services Specialist assists with the efficient coordination of linguistic services.

Role

The Specialist is: (1) a linguist and terminologist, providing terminology and reference support; (2) an editor, providing editing and/or quality control of texts sent for translation; (3) a coordinator, liaising among the production areas and between the production areas and customers.

Functions / Key Results Expected

- Assist Section Head in the planning, organization, management and evaluation of the Section's work, including coordination of the incoming translation requests and any associated publishing and printing requests, and in the day-to-day supervision of staff.
- Edit documents submitted in English prior to their submission for translation to correct mistakes, to ensure consistency with IAEA style and communication guidelines, to improve English style and generally to facilitate the translation into other languages.
- Contribute to the development and maintenance of IAEAterm (the IAEA's multilingual terminology and reference database) by doing the necessary research to enter new English terms or update existing English terms, providing definitions and background information wherever possible.
- Contribute to user and content management of language services related computer-assisted translation tools, workflow and other applications and websites.

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
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.
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.
Knowledge sharing and learning	Actively seeks learning opportunities and actively shares knowledge and information with others; shares specialized knowledge, skills and learning from experience across different situations and contexts effectively.

Required Expertise

Function	Name	Expertise Description
Language and Conference Services	Editing and Proofreading	Experience in editing policy and technical documents and in applying corporate style and terminology.
Administrative Support	MS Office (Word, Excel, Outlook, PowerPoint)	Proficiency in MS Office, which is IAEA standard
Language and Conference Services	Terminology	Knowledge of terminological concepts and experience in terminology research; experience in managing terminology databases.
Language and Conference Services	Translation Support Tools	Experience of using computer-assisted translation tools, including SDL Trados software.

Asset Expertise

Function	Name	Expertise Description
Information Technology	HTML/Web Tools and Technologies	Experience in using content management/workflow tools and websites.

Qualifications, Experience and Language skills

- University degree in languages
- Minimum of five years of relevant professional experience.
- English as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- Experience in an international organization, public sector or non-profit organization, or equivalent would be an asset.
- Knowledge of scientific and technical subjects, particularly in the nuclear field is an asset.
- 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 \$ 26948***, 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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