Translation Assistant (Arabic)(G4)

(2017/0845 (011707))

Organization: MTCD-Arabic Translation Section
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2017-12-08, 6:32:38 PM
Closing Date: 2018-01-05, 11:59:00 PM (CET)
Duration in Months: 36
Contract Type: Fixed Term - Regular
Probation Period: 1 Year

Organizational Setting

The Department of Management (MT) provides a 'platform of services' that serves as a foundation for the successful delivery of the IAEA's scientific and technical programmes. Its mission statement is as follows: "MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose". Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment and ensures that all Board documents are translated and distributed on a timely basis to Member States.

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 Arabic Translation Section provides Arabic translations of a broad range of documents and publications.

Main Purpose

As a member of a team led by the Section Head, the Translation Assistant processes, formats, incorporates changes in and proofreads documents translated into Arabic.

Functions / Key Results Expected

- Process, proofread and finalize texts in Arabic in accordance with established quality control guidelines, ensuring accuracy and consistency of texts by checking spelling, punctuation, grammar, syntax and completeness against the original English texts.
- Check and format texts containing tables, charts, figures, diagrams, references to ensure accurate presentation.
- Pre-translate texts using computer-assisted translation software (CAT).
- Create, where appropriate, the final version of texts as PDF files for dispatching, archiving and uploading on the IAEA's website.
- Align externally translated texts and update the CAT memory with reliable texts.

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	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Judgement/decision making	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

Required Expertise

Function	Name	Expertise Description
Administrative Support	Filing and Archiving	Ability to manage documents and files
Administrative Support	MS Office (Word, Excel, Outlook, PowerPoint)	Knowledge of MS Office
Language and Conference Services	Translation Support Tools	Basic knowledge and use

Qualifications, Experience and Language skills

- Completed secondary education.
- A minimum of four years of relevant work experience.
- Excellent oral and written command of Arabic and English. Knowledge of other official IAEA languages (Chinese, French, Russian and Spanish) is an asset.
- English language test (level 2) and typing test (level 2) to IAEA standard.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at EUR 38629 (subject to mandatory deductions for pension contributions and health insurance), 6 weeks' annual vacation, pension plan and health insurance

Appointment is subject to a satisfactory medical report. **Recruitment will be on a LOCAL BASIS only.** Outside applicants are required to supply to the IAEA or to authorize it to seek all information relevant to their suitability for employment by the IAEA. **Testing may be part of the recruitment process.**

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.

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