

- **Headquarters-based position (Noumea, New Caledonia)**
- **A collaborative environment**
- **Join the principal development organisation in the Pacific region**

*The Pacific Community (SPC) invites applications for the position of **Translation and Interpretation Team Leader**, located at its headquarters in Noumea, New Caledonia*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Operations and Management Directorate (OMD) is managed from SPC's headquarters in Noumea, New Caledonia, and provides corporate services to all SPC divisions and programmes. It consists of three key teams: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management so as to provide high-quality customer-oriented services.

The role – The **Translation and Interpretation Team Leader** reports to the Director of Information Services and is responsible for managing SPC's translation and interpretation services, in French and English, to provide effective services to the entire organisation.

The position encompasses the following major functions:

- Manage the Translation and Interpretation (T&I) Team, to ensure effective, efficient and timely delivery of translation and interpretation services to support SPC's overall strategy;
- Play the role of Head Interpreter;
- Ensure that high quality translation and interpretation services are provided;
- Manage a cost recovery model that ensures the team's services are financially sustainable, well managed and cost-recovered as appropriate;
- Manage client relationships for all translation and interpretation services, including liaison for conferences and other assigned projects
- Ensure team's compliance with all SPC's legal obligations, policies and procedures and build SPC's compliance with any T&I specific policies.

For a more detailed account of the key responsibilities, please refer to the job description provided.

Key selection criteria

Qualifications

- Bachelor degree in either Translation or Interpretation. Postgraduate degree and management qualifications would be highly regarded.

Technical expertise

- Eight to ten years of experience in leading a translation and/or interpretation team.
- Demonstrated management skills, including general management, people management and financial management skills.
- Track record in leading teams through a time of change.
- Excellent communication and negotiation skills.
- Proven ability to work collaboratively and across teams to achieve systems improvements.
- Prior experience in a bilingual international organization or public service would be desirable.

Language skills

- Expert command of both English and French (written and spoken).

Interpersonal skills and cultural awareness

- Demonstrated cross-cultural skills and ability to work with team members from different cultural backgrounds
- Excellent interpersonal and negotiation skills

Salary, terms and conditions

Required starting date – The position is available immediately.

Contract duration – 3 years

Remuneration – The Translation and Interpretation Team Leader is a Band 12 position in SPC’s 2017 salary scale, with a starting salary range 4,498 – 5,526 SDR (special drawing rights) per month, which currently converts to approximately XPF 674,067–828,146 (USD 6,252–7,681; EUR 5,687–6,987). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in NEW CALEDONIA – SPC provides subsidised housing in Noumea. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance, and education allowance are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual leave and access to SPC’s Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC’s working languages are English and French.

As an **equal-opportunity employer**, SPC recruits on merit; however if two interviewed candidates are ranked equally by the selection committee, preference will be given to nationals of Pacific Island countries and territories.

Application procedure

Closing date – 21st of February

Applicants must apply on <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All international positions @ SPC have specific screening questions. If you do not respond to all of the screening questions your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions :

1. *Describe your experience managing a mix of in-house and freelance staff.*
2. *What does excellent customer service mean to you?*
3. *Please describe any experience that you may have with managing processes for cost recovery for translation/interpretation services.*
4. *Have you had any child related convictions/offences?*