

Translator (French)(P3) (2018/0098 (003061))



Organization: MTCD-French Translation Section

Primary Location: Austria-Vienna-Vienna-IAEA Headquarters

Job Posting: 2018-02-02, 9:20:09 AM

Closing Date: 2018-03-19, 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 French Translation Section is one of six translation sections in the Division providing translations of a broad range of documents and publications into the official languages. It is responsible for translating documents into French. High quality translations are required and often short deadlines have to be met.

Main Purpose

As a member of a team led by the Section Head, the incumbent translates 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.

Role

The Translator provides accurate, timely and stylistically appropriate translations of texts written mainly in English. The incumbent's translations are normally checked by a reviser before being finalized for distribution to Member States and/or members of the Secretariat.

Functions / Key Results Expected

- To translate, mainly from English into French, a broad range of administrative, legal, scientific and technical texts and to ensure that translations are equivalent in meaning and style to the original texts.
- To research points of terminology, language and subject matter to assist in the development of the central terminology database and reference archive.
- To 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
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	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	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.
- French as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- 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, 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 \$59151** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 28570***, 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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