

Section Head (English Language)(P5)

Organization: MTCD-English Translation Section

Primary Location: Austria-Vienna-Vienna-IAEA Headquarters

Job Posting: 2018-02-28, 4:36:45 PM

Closing Date: 2018-03-28, 10:59:00 PM (CET)

Duration in Months: 36

Contract Type: Fixed Term - Regular

Probation Period: 1 Year



This is a re-opening of the vacancy. Candidates who already applied do not need to re-submit an application.

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 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

Reporting to the Director, the Section Head leads a professional team in shaping and implementing the programmatic objectives for the Section, ensuring the high quality and timely delivery of texts translated into English and summary records in English of IAEA official meetings for distribution to Member States and/or members of the Secretariat.

Role

The Section Head is: (1) a leader and manager, providing guidance and managerial support to the team, and planning resources with a view to achieving efficient and effective results; (2) a substantive expert, leveraging knowledge and experience in the field to policy development and operations; (3) an adviser on matters of policy, strategy and complex cases.

Functions / Key Results Expected

Lead and manage an innovative and effective team of professionals and support staff, promoting internal and external collaboration, and ensuring, through work assignments, learning opportunities and recruitment, an effective balance of skills and resources.

- Provide leadership and structure: Develop the annual work plans in line with the programme and budget.
- Manage the cost-effective recruitment of suitable freelance précis-writers, as required, to cover meetings of the IAEA General Conference and Board of Governors and their Committees.
- Revise the translations done and summary records drafted by other members of the Section, mainly from Russian, Spanish and French into English, covering a broad range of scientific, technical, administrative and legal subjects, ensuring that translations are equivalent in meaning and style to the original texts.
- Translate and self-revise such texts, especially those of an urgent or confidential nature.
- Take authoritative decisions regarding terminology, style and usage in English.
- Ensure strategic integration of the outputs: Lead the collaborative planning of the programme of the Section, identifying and encouraging linkages with related work units; establish concrete objectives, milestones and performance indicators, and review effectiveness and the focus on priorities in line with the results-based framework.
- Oversee the development of best-practice policies and standards in English translation and ensure their efficacy.

Competencies and Expertise

Core Competencies

Name	Definition
Achieving Results	Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.
Teamwork	Encourages teamwork, builds effective teams and resolves problems by creating a supportive and collaborative team spirit, remaining mindful of the need to collaborate with people outside the immediate area of responsibility.
Planning and Organizing	Sets clearly defined objectives for himself/herself and the team or Section. Identifies and organizes deployment of resources based on assessed needs, taking into account possible changing circumstances. Monitors team's performance in meeting the assigned deadlines and milestones.
Communication	Encourages open communication and builds consensus. Uses tact and discretion in dealing with sensitive information, and keeps staff informed of decisions and directives as appropriate.

Functional Competencies

Name	Definition
Analytical thinking	Applies business analytics to establish programme priorities. Makes rational judgements from the available information and analysis.
Client orientation	Examines client plans and develops services and options to support ongoing relationships. Develops solutions that add value to the Agency's programmes and operations.
Judgement/decision making	Consults with and seeks advice at the appropriate managerial level when making complex decisions. Facilitates dialogue and development of best practice to support judgement/decision making, in full compliance with the Agency's regulations and rules.
Knowledge sharing and learning	Identifies and establishes systems and mechanisms to facilitate development of best practice and knowledge management. Encourages staff members to learn continuously and to share knowledge through mentoring, networking and development, and training opportunities.

Leading and supervising Serves as a role model when leading and supervising others. Provides his/her team with clear direction, promotes a dynamic working climate and empowers others. Is open to new ideas and demonstrates creativity in search of excellence.

Required Expertise

Function	Name	Expertise Description
Management and Programme Analysis	Programme Management	Thorough knowledge of management principles and ability to foster an environment that promotes good performance, integrity, self-development and innovation.
Language and Conference Services	Translating	Demonstrated aptitude for technical and general translation work. Skill and initiative in researching points of terminology, language and subject matter.
Language and Conference Services	Translation Support Tools	Knowledge in using Microsoft Office software and IT translation tools, in particular SDL TRADOS Workbench and SDL TRADOS Multiterm.

Qualifications, Experience and Language skills

- Advanced university degree in languages or in a relevant subject (e.g. science, technology or law).
- A minimum of ten years of relevant professional experience in translation and précis-writing.
- Experience in an international organization, public sector or non-profit organization, or equivalent, would be an asset.
- Some management experience in a language-related area.
- English as mother tongue or principal language of education, with a profound knowledge of its grammar, style and usage.
- Knowledge of scientific and technical subjects, particularly in the nuclear field, and the ability (not necessarily with a formal scientific background) to grasp scientific problems and handle difficult technical material.
- Familiarity with the working environment in international organizations.
- Knowledge of the IAEA mandate, history, current role and main activities.
- 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 \$84721** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 30669***, 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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