



INTERPOL

VACANCY NOTICE

No. INT01754

INTERPOL is the world's largest international police organization, with 192 Member States. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for a qualified candidate as Translator within the Protocol, Conference and Language Services Sub-Directorate, within the Finance and Corporate Services Directorate at the General Secretariat in Lyon, France.

Job Title:	Translator – English Language Department*
Reporting To:	Head of Language Department
Location:	General Secretariat, Lyon, France
Duration:	Until 2 August 2019, Short-term contract**
Grade:	Grade 5
Number of post:	1
Security Clearance Level:	Basic
Deadline for applications:	22 July 2018

*To be eligible to apply for internal vacancies, internal candidates must be employed by INTERPOL on the date of the submission of their applications.

** This position is linked to the temporary replacement of a staff member of the Organization and carries, in principle, no expectation of renewal. Any potential subsequent extension will be subject to the terms of the Organization's Staff Manual, to satisfactory performance, and to the return of the staff member concerned to the post.

Interviews in connection to this selection procedure will take place approximately two weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately 1 month after receiving an offer of employment.

This selection exercise will be used to generate a roster of suitable candidates that will be used to address Organization's staffing needs in the future.

INTRODUCTION OF POST

Under the supervision and guidance of the Head of the English Language Department, the post holder will translate into English texts drafted in the Organization's other departments, relating to its day-to-day activities and to the decisions to be taken by its governing bodies.

PRIMARY DUTIES

Duty 1: Translation

- Translate into the language of the Department (English) texts covering a wide variety of subjects and varying greatly in terms of quality and style. In this context, provide (for revision) stylistically, grammatically and syntactically good translations that faithfully reflect the meaning or intention of the original, in accordance with the spirit and style of the language of the Department, observing in-house usage and terminology.
- May be required to work under pressure of tight deadlines, reconciling quality and speed, with a constant concern to deliver a sufficiently finished translation for revision, and to indicate any problems that may not have been solved by means of the research carried out.
- Take part, as required and under supervision, in translation tasks requiring considerable flexibility as part of a team, particularly in connection with statutory meetings.
- Devote time and effort to developing his/her knowledge and improving his/her skills in the fields covered by his/her team, gaining the full benefit from the revision of his/her work. Achieve and maintain full proficiency in the main IT and other tools and resources available in the Language Services Sub-Directorate.

Duty 2: Editing

- Edit texts drafted in the language of the Department by authors from outside the Sub-Directorate to comply with the General Secretariat's usage.

Duty 3: Terminology

- Gather information on the relevant professional, scientific and technical areas, consulting specialists, reference works, technical dictionaries, terminology databases and other sources. Enrich Language Service's (LSE) terminology and document resources by pooling, in accordance with instructions or guidance received, relevant information gathered and the results of research carried out personally; in particular, create and update records in the terminology database.
- Contribute personally to the good flow of information and ideas within his/her own team and within Language Services as a whole.
- Participate as required in training, visits and international meetings on specialist topics and for translation professionals.

Duty 4: Other tasks

- Perform such other duties as may be required.

REQUIREMENTS

Only professional experience for which candidates can provide official proof of employment will be considered. Candidates are informed that prior to interviews/test they will be asked to provide copies of such official documents.

All candidates will be assessed on the under mentioned requirements.

EDUCATION AND QUALIFICATION REQUIRED:

- A university-level degree in translation, or in a relevant discipline complemented by translation capabilities.

EXPERIENCE REQUIRED:

- Three years' experience as a translator, preferably in an international organization;
- Solid experience of working with IT applications, in particular CAT tools.

LANGUAGES:

- Perfect command of the language of the Department as mother tongue;
- Excellent knowledge of two of the Organization's other languages (one of which must be French).

SPECIAL ABILITIES REQUIRED:

- Thoroughness and accuracy;
- Proficiency in working with computer-based applications;
- Ability to grasp and deal with a wide variety of subject matters (law, IT, forensics, etc.);
- Excellent general knowledge given the wide range of areas covered;
- Proficiency in information-search techniques.

ABILITIES REQUIRED:

- Methodical and accurate approach
- Ability to understand and deal with a wide variety of subjects
- Ability to synthesize ideas and issues
- Excellent general knowledge, given the variety of texts translated
- Ability to work under pressure
- Good computer skills
- Team spirit.

WORKING CONDITIONS

- Remuneration for appointment on contract:
The starting salary for GRADE 5 is EUR 3602 per month for a step 1.
- The successful candidate may be offered appointment on a higher step depending on professional background and experience. For more information regarding conditions of service, see [Employment conditions for contracted officials](#) available on the website (www.interpol.int).
- The incumbent may occasionally be required to go on missions and work overtime based on workload.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

INTERPOL is committed to achieving diversity and inclusion within its workforce. INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL member states, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host states may mean that, staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision.

INTERPOL has four official languages: English, French, Spanish and Arabic.

INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade or to make an appointment with a modified job description or for a shorter or longer duration than indicated above.

INTERPOL would like to inform candidates that their application may be considered for other similar positions.

INTERPOL operates a non-smoking policy.