

Junior Translator English (1 post) - NOC-DG-2018-FGIV/003

Function ID: 10820

Location: Brussels

DIRECTORATE / SERVICE

Brussels (Belgium) - Director General - Language Service (DG/LING)

Group of grades: FGIV 13/14/15

DIRECTORATE CONTENT

OFFICE OF THE DIRECTOR GENERAL & LANGUAGE SERVICE

The Office of the Director General consists of the Private Office of the Director General, Central Secretariat Service, Legal Service, Internal Audit Service, Corporate Communications Service, Language Service, Information and Communication Technology Service, Corporate Security Service, Prevention and Protection at Work Service and Agency Risk, Ethics Officers and the Mediation Service.

The Language Service provides the following range of services: translation and text improvement, interpretation, terminology requests and language testing to assess the language training needs of new staff.

JOB RESPONSIBILITIES

The successful candidate will be responsible for:

- Translating into English administrative, legal, financial and occasionally technical documents drafted in French or other Agency languages in subject areas related to the missions of the EUROCONTROL Organisation and the internal operation of its Agency;
- Revising/correcting documents drafted in English, often by authors who are not English mother tongue;
- Revising the translations of fellow team members;
- Assisting translators from other language sections in understanding complex original texts written in English;
- Organising language testing in English of new recruits;
- Handling ad hoc language queries by telephone and/or e-mail;
- Performing any other task in line with the main purpose of the job.

REQUIRED PROFILE

- Completed university studies of 3 years in a relevant domain (translation or applied foreign languages)
- In addition, minimum 1 year of professional experience in translation (preferably in an international environment)
- English as mother tongue and a perfect command of the language
- Excellent knowledge of French. Good knowledge of other European languages, in particular German and Dutch, would be a major advantage.

- Mastery of computer aided translation (CAT) tools, in particular translation memory systems and familiarity with internet-based search tools
- Good practical knowledge of standard office applications
- Specific translation tools/internet searches/use of different databases
- Analytical thinking: Applies a broad and methodical approach to complex problems
- Quality focus: Delivers quality work
- Communication skills: Fosters two-way communication
- Problem-solving skills: Responds to problems as they arise by applying job knowledge
- Creativity and innovation: Is open to new approaches
- Ability to work in a multinational and multicultural environment
- Professional conduct in line with the corporate behaviour of the Agency i.e. result-driven, readiness to change, customer focus, integrity and team-player approach

ADDITIONAL INFORMATION

- An initial selection will be made by a Selection Committee on the basis of the candidates' qualifications and experience. Thereafter, those candidates considered suitable may be invited to assessment and interviews.
- Candidates should apply online by answering the 2 questions of the online form, and attaching a curriculum vitae, preferably the Europass CV, and a cover letter in pdf format of 500 KB maximum.
- Applications will be accepted from nationals of EUROCONTROL Member States only. Agency staff subject to the Staff Regulations governing officials, the General Conditions of Employment governing servants at the Maastricht Upper Area Control Centre, or the Conditions of Employment of Contract Staff are considered internal candidates. At the closing date of the notice of competition, internal candidates must have completed their probationary period.
- The selected candidate will be offered a contract of three years pursuant to the provisions of the Conditions of Employment of Contract Staff at EUROCONTROL. The contract may be renewed. Before being confirmed in the post, he/she will be required to provide certified copies of his/her degrees and successfully serve a probationary period of 9 months.
- This notice may be used for the recruitment of similar posts, for a period of one year following the establishment of the reserve list.
- The selected candidate will be engaged in principle at the basic grade of the advertised job bracket.
- The generic post is: Junior Specialist.
- Information on salary and benefits can be found on the web page: <http://www.eurocontrol.int/articles/what-we-offer>
- EUROCONTROL is an equal opportunity employer, promotes gender diversity in the workplace and encourages applications from female candidates.
- This competition is published on 22/08/2018, the closing date is 19/09/2018.