

Reviser

(Spanish)(P4)

(2018/0585

(003355))



Organization: MTCD-Spanish Translation Section

Primary Location: Austria-Vienna-Vienna-IAEA Headquarters

Job Posting: 2018-09-18, 10:38:43 AM

Closing Date: 2018-11-03, 12:59:00 AM (CEST)

Duration in Months: 36

Contract Type: Fixed Term - Regular

Probation Period: 1 Year

Organizational Setting

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 Spanish 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 Spanish. 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 and revises 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 and to revising texts translated by others. The incumbent checks the work of translators for accuracy, completeness, comprehensibility, style and presentation and is responsible for the quality of the translation of the texts which pass through his/her hands.

Role

The Reviser provides accurate, timely and stylistically appropriate revisions and translations of texts written mainly in English for distribution to Member States and/or members of the Secretariat. His/her duties may include the planning and coordination of the work of small groups of translators.

Functions / Key Results Expected

- Revise the translations done by other members of the Section, mainly from English into Spanish, 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.

- Research points of terminology, language and subject matter and assist in the development of the central terminology database and reference archive.
- Provide training and guidance to translators as necessary and deputize for the Section Head when required.

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	Editing and Proofreading	Must be able to edit and proofread the translations of translating staff
Language and Conference Services	Revising	Must be able to independently revise the translations of translating staff
Language and Conference Services	Spanish Editing	Must be able to edit and proofread the translations of translating staff in Spanish
Language and Conference Services	Terminology	Assistance in the development of the central terminology database and reference archives
Language and Conference Services	Translating	Must be able to provide translations of documents from English to Spanish
Language and Conference Services	Translation Support Tools	Expertise and knowledge of translation support tools is essential

Qualifications, Experience and Language skills

- Master's Degree - in languages or in a technical or scientific field.
- Minimum of seven years of relevant experience, of which at least four should have been with an international organization, public sector or non-profit organization or equivalent.

- Knowledge and experience in using Microsoft Office software and IT translation tools, in particular SDL TRADOS Workbench and SDL TRADOS Multiterm.
- Experience in supervising small teams of translators would be an asset.
- Excellent oral and written command of English and Spanish. Knowledge of other official IAEA languages (Arabic, Chinese, French and Russian) is an asset.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$71332** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 32099***, 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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