



# International Civil Aviation Organization

## Vacancy Notice

### POSITION INFORMATION

Post Title:	Interpreter-Translator	Vacancy Notice:	2018/46/P 104309
Level:	P-4	Posting Period:	26 October – 26 November 2018
Duty Station:	Montreal, Canada	Date for entry on duty:	As soon as possible
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ <b>Achieve gender equality and empower all women and girls.</b> ”  Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.			

### ORGANIZATIONAL SETTING

Languages and Publications provides interpretation, translation, and editorial services in the six ICAO working languages (Arabic, Chinese, English, French, Russian and Spanish). Based on the principle of simultaneous distribution of meeting documentation to governing bodies, it ensures the issuance of papers and the provision of interpretation services to Council, its subsidiary bodies, the Air Navigation Commission and other ICAO meetings held within and away from Headquarters.

As a member of a team led by the Chief of the Interpretation Section, the Interpreter-Translator provides high-quality interpretation and, when not assigned to interpretation, timely, accurate and stylistically appropriate translations, applying her/his linguistic skills. At times, the Interpreter-Translator may be asked to serve as team leader and to coach and guide other translators and interpreters. The incumbent’s translation work is assigned, supervised and evaluated by the Chief of the relevant Translation Section.

In this post, the incumbent will be working from English and Russian into French.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Performs interpretation services during meetings on specialized ICAO subject matter areas**, achieving results such as:

- Provide high-quality interpretation services into the target language, especially for important, confidential or sensitive formal meetings, as well as for informal meetings.
- Provide accurate and idiomatically-correct interpretation services on a wide variety of technical subjects.
- Grasp spoken words, concepts, messages and information accurately and convey them in the target language.
- Assimilate technical material rapidly.
- Adhere to interpretation and language services guidelines.
- Provide pro-active input to the development of multilingual glossaries.

#### Function 2 (incl. Expected results)

**Translates texts of technical, legal or administrative specialised subjects dealt with by ICAO**, achieving results such as:

- Produce accurate and complete versions in the target language, using the most appropriate vocabulary and the commonly accepted equivalents of professional, scientific or technical terms.
- Convey faithfully the full meaning of each text as befits the intended use and the target readership of the translated version.
- Use appropriate terminology or help identify new terminology where none exists in the target language.
- Ensure consistency with other translators working on the same document.
- Meet deadlines with regard to translation assignments, maintaining a high degree of quality.

- Type and format translations directly using a text-processing software.

### Function 3 (incl. Expected results)

**Provides input so as to enrich, update and maintain the terminology database, related reference material and guidelines and fosters the usage of CAT tools**, achieving results such as:

- Acquire and expand information about the professional, scientific or technical subject matter and terminology common to ICAO.
- Contribute to the review and/or establishment of new terminological guidelines.
- Adapt guidelines in the form of technical vocabularies or terminological bulletins in cases where well-established or commonly accepted equivalents in the language of translation do not exist or are required by the context of the original text.
- Acquire high level of proficiency in the use of CAT tools and other electronic translation systems in place.
- Liaise with the Documents Management and Outsourcing Section (DMO) on updating, expanding and implementing the CAT tools.
- Provide feedback on the reliability and efficiency of CAT tools and make recommendations to promote or improve their use.

### Function 4 (incl. Expected results)

**Ensures the quality of translations at all times**, achieving results such as:

- Analyse the form and content of source and target texts.
- Proofread translated text to eliminate possible errors in spelling or grammar.
- Communicate with the author if necessary to ensure that the message of the source text has been accurately conveyed in the target text.
- Ensure that the translation is accurate in both substance and style.

### Function 5 (incl. Expected results)

**Self-revises and revises texts translated by other translators, including free-lance and contractual translators, ensuring their accuracy and high linguistic quality**, achieving results such as:

- Produce final versions in the target language that are equivalent to the original text in terms of accuracy, completeness, meaning, style and effectiveness.
- Produce high-quality final versions of difficult, complex and urgent documents by using the most appropriate range of vocabulary and scientific or technical terms.
- Incorporate results of any supplementary research as may be necessary to solve problems of terminology and meaning.
- Consult with substantive units, subject matter experts or originators to avoid possible inconsistencies or errors in the original text, including the originators' possible misinterpretation of source material.

### Function 6 (incl. Expected results)

**Performs other related duties, as assigned.**

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- A first-level university degree, preferably with emphasis on modern languages, or on technical, legal or scientific studies.
- A diploma from an internationally recognized interpretation school or programme.

#### Desirable

- Successful completion of the United Nations exam for interpreters and/or translators.

### Professional experience

#### Essential

- At least seven years of experience in conference interpretation from Russian/English into French, for a government, a large-scale private organization, or an organization of the United Nations Common System.
- A minimum of 5 years of experience in translating from Russian/English into French, preferably technical or legal texts of difficult and complex nature.

## Languages

### Essential

A complete command of French as the mother tongue or the language used for the purpose of education is essential, along with a thorough knowledge of its syntax and stylistics. The incumbent must also have excellent knowledge of English and Russian.

## Competencies

1. **Professionalism:** Excellent knowledge of interpretation rules and procedures and practices; ability to grasp the meaning of concepts and terminology and to provide rapid, accurate and idiomatically-correct interpretation services; well-developed translation skills; a good background of general culture; considerable experience in translating from Russian/English into French, preferably technical or legal texts of a difficult and complex nature; a high degree of understanding of a wide range of technical or legal subjects; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
2. **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.
3. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
4. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
5. **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
6. **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary

## CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (first year is probationary for an external candidate).

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization within the duty station.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

ICAO offers an attractive benefit package to its employees in accordance with the policies of the [International Civil Service Commission \(ICSC\)](#).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

Remuneration:	Level P-4	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
			USD 71,332		USD 27,534

(\*) Post Adjustment is subject to change.

## HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: [ICAO Careers website](#).

## NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.