

**Translator (P.3), French Translation Section,
Conference Division**

Circular Number: 4436

<p>Vacancy announcement: V.N. 21-03 Admin number: ADMIN/21/42 Post number: 5-3080 Contract information: Fixed-term for two years (first year is probationary) with the possibility of further extension, subject to satisfactory performance.</p>	<p>Date of Issue: 22/07/2021 Deadline for applications: 19/08/2021 Salary information: US\$ 62,120 net per annum, plus post adjustment (currently US\$43,918). Salary is free of income tax in the United Kingdom.</p>
<p>Purpose of the post Under the immediate supervision of the Head, French Translation Section, and the overall supervision of the Director, Conference Division, the incumbent will be responsible for a variety of translation, self-revision and research duties, as well as other tasks as necessary.</p>	<p>Required competencies</p> <ol style="list-style-type: none">1. Demonstrated ability to multitask, organize heavy workloads, work under pressure and capacity to handle a high volume of work while maintaining accuracy of output.2. Demonstrated ability to work independently and responsibly under general guidance and the ability to work as part of a wider cross-cultural team.3. Demonstrated ability to conduct research on terminology with a high degree of initiative and judgment.4. Excellent ability to draft in correct, clear and concise language.
<p>Professional Experience At least 5 years of professional experience in the translation of highly technical documents in English and Spanish into French, preferably within the framework of the United Nations Common System or other international organization.</p> <p>Education University degree in translation, languages, naval architecture, law, physics, chemistry, environmental sciences, telecommunications, nautical studies or marine science.</p> <p>Language skills Must have a perfect command of French (written and oral), which should be to mother tongue standard or principal language of education, and an excellent command of English and Spanish.</p> <p>Other skills Proficiency in IT skills including advanced skills in MS Office applications and in the translation and terminology field.</p> <p>Knowledge of maritime terminology and ability to work with Computer Assisted Translation (CAT) tools would be an advantage.</p> <p>How to apply Applications must be submitted through the IMO Applicant Portal https://imo-recruit.azurewebsites.net/vacancies. Only applications submitted via the Applicant Portal will be accepted. <u>Applications submitted via multiple routes will not be accepted.</u></p> <p>This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. IMO will make every effort to facilitate the employment of persons with disabilities.</p>	

MAIN DUTIES AND RESPONSIBILITIES

Under the immediate supervision of the Head, French Translation Section, and the overall supervision of the Director, Conference Division, the incumbent will be responsible for:

1. Translation and self-revision of texts covering a wide range of highly technical, legal and administrative subjects from English and Spanish into French. Texts may be intended for use in meeting documents or for publication.
 2. Research on specific subjects, including terminological research for incorporation into the Organization's terminology database.
 3. Participation in night shifts during meetings, as required, and travel on mission as necessary.
 4. Undertake other related duties, as may be assigned by Head, FTS, the Director, Conference Division or the Secretary-General.
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