

**TRANSLATOR (P.3)  
FRENCH TRANSLATION SECTION,  
CONFERENCE DIVISION**

Circular Number: 4136

<p><b>Vacancy announcement: V.N. 19-13</b> <b>Admin number: ADMIN/19/66</b> <b>Post number: 5-3080</b> <b>Contract information:</b> Fixed-term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.</p>	<p><b>Date of issue:</b> 09 October 2019 <b>Deadline for applications:</b> 06 November 2019 <b>Salary information:</b> US\$ 60,233 net per annum, plus post adjustment (currently US\$ 32,104). Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please <a href="#">click here</a>.</p>
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<p><b>Purpose of the post</b> Under the immediate supervision of the Head, French Translation Section (FTS), and the overall supervision of the Director, Conference Division (CD), the successful candidate will work on a variety of translation, self-revision and research duties. Additionally, the incumbent will be expected to cooperate in a series of administrative tasks, as required by the Head of Section.</p> <p>For further details on the job description, please refer to <b>page 2</b>.</p>	<p><b>Required competencies</b></p> <ol style="list-style-type: none"><li>Demonstrated ability to multitask, organise heavy workloads, work under pressure and capacity to handle a high volume of work while maintaining accuracy of output.</li><li>Demonstrated ability to work independently and responsibly under general guidance, and the ability to work as part of a wider cross-cultural team.</li><li>Demonstrated ability to conduct research on terminology, a high degree of initiative and judgement.</li><li>Excellent ability to draft in correct, clear and concise language.</li></ol>
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**Professional experience**  
At least five 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.

**Education**  
University degree in translation, languages, naval architecture, law, physics, chemistry, environmental sciences, telecommunications, nautical studies or marine science. Knowledge of maritime terminology will be an advantage.

**Language skills**  
Must have a perfect command of French, which should be the mother tongue or principal language of education, and an excellent command of English and Spanish.

**Other skills**  
Proficiency in IT skills including advanced skills in MS Office applications and in the translation and terminology field. Familiarity and ability to work with Computer Assisted Translation (CAT) tools.

**How to apply.**  
Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date [Personal History Form](#) (also available from our website [www.imo.org](http://www.imo.org)) and should be sent to the following email address: [recruitment@imo.org](mailto:recruitment@imo.org).

**Only** applications submitted via **email** will be accepted.  
Please state Vacancy Number **V.N. 19-13** as well as the title of the post in the subject line.  
Please do **not** send applications via multiple routes.  
Your application will be acknowledged **only** in the case that you are short-listed for an interview.

*This vacancy is open to all 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.*

## MAIN DUTIES AND RESPONSIBILITIES

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, CD or the Secretary-General.
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