



Vacancy Announcement

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 104984 AND 105005

DEADLINE FOR APPLICATIONS: 11 August 2011

POST TITLE: LANGUAGE OFFICER (TRANSLATOR/REVISER)

DUTY STATION: Montreal

LEVEL: P-4

DATE FOR ENTRY ON DUTY: After 11 August 2011
After 13 March 2012

POST NO. AND CCOG CODE: 7360.027/1.O.06.
7360.028/1.O.06.

ORGANIZATIONAL UNIT: Russian Translation Section, Language and Publications Branch, Bureau of Administration and Services, Headquarters.

The Russian Translation Section provides translation, revision and other services into Russian from English.

QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

A. Academic qualifications

A degree from a university or an institution of equivalent status, preferably with emphasis on modern languages, or on technical, legal or scientific studies.

B. Professional experience and knowledge

1. Considerable professional experience in translating from English into Russian, preferably technical or legal texts of difficult, and complex nature, in a government, a large-scale private organization, or an international organization.
2. Experience in revising the work of other translators.
3. Knowledge of a broad range of technical or legal subjects dealt with at the international level.
4. Must have passed the United Nations (UN) competitive examination for Russian translators.

C. Competencies

1. *Judgement/Decision-making:* Exercise mature judgement. Assimilate technical material, while maintaining a high level of concentration, and interpret with split-second accuracy.
2. *Communication:* Communicate clearly and concisely. Interpret into French, with a good voice and clear enunciation. Translate into French, with a high degree of precision and demonstrating a perfect command of the language, its syntax and stylistics.
3. *Teamwork:* Establish and maintain effective working relations as a team member. Ability to work under stress.
4. *Technological awareness:* Use contemporary interpretation equipment and computer-assisted translation and terminology tools.
5. *Commitment to continuous learning:* Ability and willingness to continuously improve linguistic skills.
6. *Human relations:* Maintain harmonious working relationships in a multinational environment.

D. Standards of Conduct

International outlook, character and integrity: Adherence to and capacity to promote the values and framework of the United Nations' Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.

E. Languages

Perfect command of Russian, which should be the candidate's main language (e.g. mother tongue or language of instruction), and an excellent knowledge of English.

QUALIFICATIONS & EXPERIENCE – DESIRABLE:

A. Professional experience and knowledge

1. Familiarity with the objectives and procedures of international organizations functioning at government level, and particularly of ICAO.
2. Professional experience in translating from English into another of the official languages of the Organization.
3. Experience in technical translation and revision.
4. Experience in planning, coordinating and supervising the work of a small group of translators.

B. Languages

Working knowledge of one or more of the other working languages of the Organization (Arabic, Chinese, French or Spanish).

MAJOR DUTIES:

As a member of a team led by the Chief, Russian Section, the translator/reviser will provide accurate, timely and stylistically appropriate translations and revisions of texts, applying his/her linguistic, drafting and revision skills. Specifically, he/she will:

1. Translate, mostly without revision, from English into Russian and/or revise, texts covering a broad range of technical or legal subjects dealt with by ICAO, particularly those subjects requiring experience and recognized proficiency.
2. Use appropriate terminology, or identify new terminology material where none exists in the target language, ensuring consistency with other translators working on the same document.
3. Contribute to enriching, updating and maintaining the terminology database and related reference material, including computer-assisted translation tools.
4. Assist in providing on-the-job training to junior translators.
5. Assist in the day-to-day management of the Section and in planning and coordinating meetings on language matters, as required, and act as Office in Charge when requested.
6. Perform other related duties as required.

DURATION OF APPOINTMENT: Initial appointment will be on a three-year, fixed-term basis (first year is probationary for an external candidate).

REMUNERATION: Level P-4	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$67 395		U.S. \$42 459
	Dependency	U.S. \$72 373		U.S. \$45 595

Post Adjustment is subject to change.

SUMMARY OF BENEFITS: The ICAO Summary Benefits may be viewed at: <https://careers.icao.int>.

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.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO has incorporated the 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions. A copy of the Standards of Conduct is available on the ICAO employment website at: <https://careers.icao.int>.

THIS VACANCY IS OPEN TO BOTH FEMALE AND MALE CANDIDATES. IN ORDER TO INCREASE THE NUMBER OF WOMEN AT ALL LEVELS, WOMEN ARE PARTICULARLY INVITED TO APPLY FOR VACANT POSTS, AS WELL AS FOR ROSTER EVALUATION FOR FUTURE VACANCIES.

ICAO has established family-friendly policies for its staff members.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers.icao.int>.

IN ALL CASES APPLICATIONS SHOULD BE SUBMITTED WITH A LETTER DEMONSTRATING HOW YOUR PROFESSIONAL EXPERIENCE AND COMPETENCIES MATCH THOSE EXPRESSED IN THE VACANCY NOTICE.

ICAO staff members, as well as staff members from other UN International Organizations or Specialized Agencies, may submit with their application a scanned copy of their two latest annual performance appraisal reports.

For candidates appointed from other UN International Organizations or Specialized Agencies, transfer and/or secondment arrangements under the Inter-Agency Mobility Agreement may be considered.

Date of issue of Vacancy Notice: 14 July 2011