



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Language Officer (Translator/Reviser) (Arabic, Chinese, French, Russian or Spanish)	Duration of Secondment:	One year
Grade Level:	P-4	Deadline for applications:	
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> ”			

### THE ORGANIZATIONAL SETTING

Languages, Publications and Conference Management (LPC), within the Bureau of Administration and Services (ADB), promotes and coordinates the implementation of the ICAO Multilingualism Strategy. It provides interpretation, translation, editorial and programme support services in the six ICAO working languages (Arabic, Chinese, English, French, Russian and Spanish). Based on the principle of simultaneous distribution, it ensures the issuance of documentation to the Council, its deliberative bodies, the Air Navigation Commission and other ICAO meetings held within and away from the Headquarters. LPC is also responsible for the management of conference services in conformity with ISO standards.

As a member of a team led by the Chief, [target Language - Arabic, Chinese, French, Russian or Spanish] Translation Section, the Translator/Reviser provides timely, accurate, and stylistically appropriate translations, applying his/her linguistic skills. He/She also revises texts translated by other translators (staff members, freelancers and consultants), ensuring accuracy and quality.

For this post, the incumbent will be translating from English into [target Language – Arabic, Chinese, French, Russian or Spanish].

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Translates texts covering a broad range of technical, legal or administrative 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 or subject.
- Meet deadlines with regard to translation/revision assignments, maintaining a high degree of quality.
- Type and format translations directly in a text-processing software.

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

**Carries out terminological research related to texts being translated**, achieving results such as:

- Clarify the meaning of terms and expressions with the text originator.
- In collaboration with the Section Chief and the Terminology Officer, conduct terminological research using appropriate tools, search engines and modern software and systems.
- Ensure terminological consistency and cross-cultural equivalence between the translation and the source texts.
- Develop, in coordination with the originator, the Section Chief, the Terminology Officer, and/or subject matter experts, new terminology for use where terminological equivalents do not exist in the target language.
- Alert the Section Chief and the Terminology Officer of any new terminology or gaps in terminology databases and make recommendations to fill the gaps.
- Pro-actively provide input to the development of translation databases.

### Function 3 (incl. Expected results)

**Ensures the quality of translations at all times and provides input to the development of guidelines, policies and standards for translation and revision practices,** achieving results such as:

- Analyse the form and content of source and target texts.
- Make the necessary changes to translations.
- Proofread translated texts to eliminate possible errors in spelling, grammar, number etc.
- Communicate with the originator if necessary, in order to ensure that the message of the source text has been accurately conveyed in the target text.
- Ensure that the translation is both accurate and stylistically appropriate.
- Provide explanation, if necessary, of any corrections made.
- Identify the need for adapting guidelines to cases not covered in existing practices.
- Exercise independent judgement and discretion in researching and selecting the right terminology in the target language regardless of the difficulty of the text.
- Make recommendations for improving or revising the formulation and standardization of translation and revision guidelines.

### Function 4 (incl. Expected results)

**Self-revises and revises texts translated by other translators, including freelance 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.
- Address possible inconsistencies or errors in the original text, including the originator's misinterpretation of source material, through consultation with substantive units or originators.

### Function 5 (incl. Expected results)

**Performs other related duties as required, including but not limited to the following,** achieving results such as:

- Advise clients on matters of terminology, style, grammar, etc.
- Participate in symposiums and seminars of interest to the profession.
- Obtain feedback from clients and other sources on the quality of the language services provided; adapt own work and make recommendations on the improvement of the work of the Section.

### Function 6 (incl. Expected results)

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

## IMPACT OF THE OUTCOME OF THE POSITION

The Translator/Reviser is responsible for producing final texts faithful to the spirit and nuances of the original, and for meeting all the standards governing the production of ICAO documents. Given the nature of the tasks and the degree of independence required at this level, errors could disrupt the processing and utilization of documentation for publication or at meetings, could affect the quality and acceptability of the Organization's output in the target language and could have financial, political, technical or operational implications.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose
<b>a) Inside the Organization</b> <ul style="list-style-type: none"> <li>Translation staff within the immediate work unit, as well as with the originators of material to translated.</li> </ul>	Seek a common approach, secure consistency of terminology and usage, clarify obscurities and correct manifest and possible errors in the original text.
<b>b) Outside the Organization</b> <ul style="list-style-type: none"> <li>Counterparts in translation services in other international organizations and with libraries and professional associations,</li> </ul>	Exchange and information on relevant reference material, technical subjects, translation standards, procedures and policies, and terminology issues.

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

A first-level degree from a university or an institution of equivalent status, preferably with emphasis on translation, languages, international or scientific studies.

#### Desirable

Successful completion of the United Nations exam for translators.

### Professional experience

#### Essential

- Seven years or more of professional experience in translating from English to [target Language – Arabic, Chinese, French, Russian or Spanish] preferably technical or legal texts of a difficult and complex nature, in a government, a large-scale private organization, or an international organization.
- Experience in revising the work of other translators.

#### Desirable

- Training/Experience in Conference interpreting.

### Languages

#### Essential

A complete command of [target Language – Arabic, Chinese, French, Russian or Spanish] as the mother tongue or the language used for the purpose of education, along with a thorough knowledge of its syntax and stylistics. The incumbent must also have excellent knowledge of English.

#### Desirable

A very good command of one of the other official languages of the Organization.

### Competencies

**Professionalism:** Excellent knowledge of revision rules, procedures and practices and a high degree of understanding of a wide range of technical or legal subjects; familiarity with computer-assisted translation tools (e.g : eLuna, MultiTrans, Trados, Déjà Vu, etc.), and ability to type and format documents in a text-processing software; 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.

**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.

**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.

**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.

**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.

**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.

## MODE OF SECONDMENT

The duration of the secondment is one year, which can be extended for an additional year and thereafter, depending on need for the subject matter expert. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trusted Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

**As detached expert:** The individual is detached from the releasing government/Agency but is assigned to work for ICAO.

**Trust Fund arrangement:** Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

## 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.