

**Vacancy Number: A06/0110**

**Post Number: OSC SSD 0010**

**Job Title: Section Head – Principal Translator/Revisor**

**NATO Grade: LT-4**

**Basic Monthly Salary (12 x per year): 6.252,60 €, tax free**

**Closing Date: 1 April 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Division:** HQ Support Group (DOM)

**POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations. DOM directs or coordinates selected aspects of the day-to-day operation of SHAPE. HQ Support Group SHAPE ensures the overall functioning and support of the HQ facilities and all related services (less CIS services), during peacetime, crisis and war to SHAPE. Support Services is a Branch that is responsible for providing administrative services and support to the headquarters. The Linguistic Service provides interpretation, translation, revision, editorial assistance, terminology coordination including the ACO inputs to the NATO Terminology Programme and language testing. Its Head is the Coordinating Authority for ACO Linguistic Services. The Translation Section translates documents in order to support the SHAPE staff. The Section Head manages the work of the Section and acts as a French language revisor.

**REPORTS TO**

Head Linguistic Service, OSC SSL 0010.

**PRINCIPAL DUTIES**

The incumbent's duties are:

He/she:

- (1) Manages the Translation Section to ensure that the services provided are of full professional standard and are produced in the most cost-effective manner.
- (2) Translates and revises translations at a full professional standard not requiring guidance from English to French.
- (3) If qualified, occasionally translates from French to English and from a desirable language to French.
- (4) When necessary, devises terminology to cover new concepts, initiates research in relevant fields.
- (5) Contributes to the coordination of NATO terminology in ACO and represents the latter in the NATO Terminology Programme and in other NATO working groups.
- (6) Gives editorial assistance to authors of texts.

- (7) Keeps abreast of issues related to NATO and ACO policies.
- (8) Maintains a knowledge of specific and technical fields and the related terminology.
- (9) Compiles or supervises the compilation of relevant glossaries.
- (10) Contributes to the training of linguists.
- (11) Assists in testing/tests candidates for translator/revisor posts.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: Dependent on requirements may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area.

The incumbent deputises for Head Linguistic Service (OSC SSL 0010).

#### **D. ADDITIONAL DUTIES**

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

#### **QUALIFICATIONS:**

##### **A. ESSENTIAL QUALIFICATIONS**

###### **1. Professional/Experience**

- (a) Ability to manage an organization at this level and to supervise the work of professional translators.
- (b) Ability to write clearly and correctly in French.
- (c) Ability to translate and revise translations of general and technical texts from English to French at a high standard of quality.
- (d) At least six years' experience as a professional translator or revisor, preferably in a comprehensive linguistic service.

###### **2. Education/Training**

University degree or equivalent in the relevant modern languages, in translation or in another subject if education accomplished in both of the mandatory languages.

###### **3. Languages**

- (a) French: educated mother-tongue level
- (b) English: excellent knowledge

###### **4. Standard Automatic Data Processing Knowledge**

Word Processing	:	Working Knowledge
Spreadsheet	:	Basic Knowledge
Graphics Presentation	:	Working Knowledge
Database	:	Basic Knowledge
eMail Clients/Web Browsers	:	Basic Knowledge
Web Content Management	:	Not Required

##### **B. DESIRABLE QUALIFICATIONS**

###### **1. Professional/Experience**

- (a) Ten years' experience as a professional translator or revisor, preferably in a comprehensive linguistic service.
- (b) Ability to translate and revise translations from French to English.
- (c) Ability to translate from the desirable language(s) to French.
- (d) Experience in an international organization.
- (e) Sound knowledge of NATO organization and terminology.

- (f) Understanding of the principles of terminology management.
- (g) Broad and up-to-date knowledge of political, cultural, scientific and technical matters.
- (h) Working knowledge of SDL-TRADOS Translator's Workbench, Tag Editor, Multiterm database and related systems.

## **2. Education/Training – N/A**

### **3. Language**

Other language(s): good passive knowledge

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

#### **(a) Thought and Judgement**

Uses professional judgement in interpreting the meaning of texts to be translated or revised, in selecting appropriate phraseology and terminology in the target language and in performing his/her other duties. Must have an exceptional ability to write in good style in French and remain abreast of developments in that language.

#### **(b) Adaptability**

He/she must be capable of handling linguistic tasks in many different subject areas and of adopting new working practices or technology.

#### **(c) Tact**

The incumbent requires tact and diplomacy in dealing with requesters of services, with other offices when coordinating terminology and other matters, and with national and NATO representatives on committees and working groups.

### **2. Managerial Responsibilities**

There are first line reporting responsibilities for the following numbers of staff: 1 x LT-4; 2 x LT-3; 1 x LT-2; 1 x B-3.

### **3. Professional Contacts**

With work associates and authors/offices of primary responsibility of texts to be translated or edited, representatives of nations and other NATO bodies on NATO committees. Liaises with other offices in the headquarters and with linguistic colleagues in other NATO bodies at different levels.

### **4. Contribution to the Objectives**

Makes a major contribution to achieving the objectives of the Linguistic Service to which he/she is assigned.

### **5. Work Environment**

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk.

## **D. REMARKS – N/A**

### **NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.

- Turkish nationals, who are not already serving NATO civilians, are to introduce their application for A-grade posts through the Permanent Delegation of Turkey to NATO, Bld Leopold III, B-1110 Brussels. Telephone: + 32 2 707 6810