



Issued on: 22 April 2014

Deadline For Application: 20 May 2014

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POSITION TITLE:	<b>Reviser (Spanish)</b>	GRADE LEVEL:	<b>P-4</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Meeting Programming and Documentation Service, CPAM</b>	DURATION *:	<b>Fixed-Term: two years</b>
	Conference, Council and Protocol Affairs Division, CPA	POST CODE/N <sup>o</sup> :	<b>0029548</b>
		CCOG CODE:	<b>1006</b>

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- **Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**
  - **Persons with disabilities are equally encouraged to apply.**
  - **All applications will be treated with the strictest confidence.**
  - **The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**
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#### DUTIES AND RESPONSIBILITIES

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Under the general supervision of the Senior Reviser, Spanish Translation Group, the incumbent will translate and revise widely varying texts - including important documents involving commitments on the part of the Organization and/or FAO Members, difficult documents requiring considerable research and urgent documents - from English or another language of FAO. In particular, the incumbent will:

- revise translations produced by the Group or external translators, and ensure consistency of terminology and style throughout the text;
- collaborate with external translators, and help them resolve technical difficulties and ambiguities in original texts;
- make difficult decisions on terms relating to subject areas where vocabulary and semantic usage are still evolving;
- contribute to the linguistic research of the Service, to the building and enhancement of terminology databases and to the selection of useful reference documents;
- assist in the selection of external translators with the necessary skills for inclusion in the FAO roster of freelance translators;
- provide feedback to the translators on the quality of their work;
- promote the adoption of new technology and the use of computer-assisted translation tools;
- act as team leader when required and replace the supervisor during her/his absence;
- perform other duties as required.

#### MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Linguistics Studies, Law, Economics, Agriculture or in other disciplines related to the Organization's areas of work, or Translator's Diploma from a recognized university
- Seven\*\* years of relevant experience in translation work, including four years with international organizations
- Perfect command of Spanish, excellent knowledge of English and working knowledge of French

#### SELECTION CRITERIA

Candidates will be assessed against the following:

- Clarity of expression and rapidity of composition, breadth of vocabulary and clear sense of semantics, syntax and stylistics in Spanish
- Alertness to semantic difficulties and ability to interpret obscure texts correctly through research and consultation
- Extent and relevance of experience in translation and revision work
- Relevance and extent of experience in leading and coordinating teams
- Extent of knowledge of technical terminology relating to one or more fields or subject matters of the Organization
- Extent of knowledge in FAO fields of activity is considered a strong asset
- Extent of knowledge and use of computer-assisted translation tools
- Work experience in more than one location or area of work, particularly in field positions is desirable

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

\* **The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

\*\* **The required experience is to be understood as seven years of full-time work in an organization or company. Free-lance translators will have to document experience equivalent to seven years of full-time work (i.e. 221 working days per year). Contract translators will have to document experience equivalent to seven years of full-time work (i.e. 1,800 words per day, multiplied by 221 working days per year).**

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#### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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## HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete the on-line application. Only applications received through iRecruitment will be considered.
- Candidates are requested to attach to the online profile documented proof of translation work experience (in the case of free-lance translators, copies of short-term contracts and/or receipts for contractual translation work), and a letter of motivation in Spanish.
- Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

**In order for your application to be properly evaluated, please ensure that all sections of the online application are completed.**

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**