

The Secretariat of the ACP Group has the vacant post of a Translator in the French Section (**Grade P3**) at the Secretariat.

Below you will find:

- The job description of the post and
- The conditions of service and employment for the post.

Applications for this post should be sent to: **ACP Secretariat, 451 Avenue Georges Henri, 1200 Brussels - Belgium**, or **e-mail to: hr@acp.int** and must reach the Secretariat not later than **7 April 2017**.

Applications must be accompanied by updated curriculum vitae, copies of degrees, diplomas, certificates and any other document attesting to the competence and professional experience of the candidates, and contact details of at least one reference from each post held in the past 5 years of previous employment;

Candidates for the post must be nationals of Member States of the ACP Group and **must** therefore attach a copy of their valid passport for proof of nationality.

It is to be noted that only short-listed candidates will be contacted.

**JOB DESCRIPTION FOR THE POST OF A TRANSLATOR IN THE FRENCH SECTION –
(GRADE P3)**

Post : Translator (French Section)	
Supervisor/ Grade: Reviser – P4	Current Grade: P3

I. Organizational Context

Under the guidance and direct supervision of the Reviser, the Translator provides translation services to the various departments of the ACP Secretariat, as well as to the organs of the ACP Group (Summit of Heads of State and Government, Council of Ministers, Committee and Subcommittees of Ambassadors and Working Groups). He/she translates a variety of texts from English into French, respecting the deadlines and using the appropriate terminology. The Translator ensures a high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text; observes the established terminology and usage and ensures, as far as possible, consistency with other translations produced in the Section. The Translator must maintain a certain speed and volume of output, with due account being taken of the difficulty of the text and the specified deadline. He/she identifies new terminology and submits it for consideration by colleagues.

The Translator must be willing to cooperate and collaborate with other members of the Section to create a healthy environment conducive to the proper functioning of the service. The Translator may need to contact the author(s) of the document(s) entrusted to him/her for further clarification. If necessary, he/she may also need to consult with the translation services of other institutions as part of his/her terminological research. The Translator may also, when possible, contact external sources to obtain necessary information and explanations.

II. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Performs translation assignments respecting the deadlines, without prejudice to the quality of the work.
- ❑ Undertakes terminological and documentary research.
- ❑ Uses computer-assisted translation (CAT) tools for his/her work.

III. Impact of Results

The key results have an impact on the availability to the organs of the ACP Group and the ACP Secretariat of documents in the two working languages for the effective and efficient administration and conduct of the activities of the ACP Group.

IV. Competencies

Corporate Competencies:

- Places the good of the organization above personal, national or other interests.

Functional Competencies:

- Good writing skills; high standards of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text.
- Ability to maintain an adequate speed and volume of output, taking into account the complexity of the text and the specific deadline.
- Familiarity with terminology databases, computer-assisted translation tools and knowledge of relevant computer software are an asset.
- Takes initiatives in the field of terminological research and thematic reading in order to improve and enrich vocabulary.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Demonstrates ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Commitment to continuous learning: ability and willingness to constantly improve linguistic skills.

Behavioural Competencies:

- Listens to others, correctly interprets messages, asks questions to clarify and exhibits interest in having two-way communication,
- Demonstrates strength of character and the ability to stay calm and show maturity in stressful situations.

V. Recruitment Qualifications

Education:	Masters degree or equivalent in translation from a university or an institution of equivalent status.
Experience:	Minimum of five (5) years' experience in translation, preferably in an international organisation.
Language Requirements:	Perfect command of French and excellent knowledge of English. Knowledge of Spanish and / or Portuguese would be an added advantage.

APPOINTING AUTHORITY

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

REMUNERATION:

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.
