



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2271

Issued on: 25 January 2013

Deadline For Application: 22 February 2013

POSITION TITLE:	Terminology Officer	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Meeting Programming and Documentation Service, CPAM Conference, Council and Protocol Affairs Division, CPA	DUTY STATION:	Rome, HQ
		DURATION *:	Fixed Term: 2 years
		POST CODE/N°:	1073966
		CCOG CODE:	1.O.06

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged.
Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Coordinator (Programming and Language Support), the incumbent will be responsible for the coordination of terminology activities of the Organization, the preparation and pre-processing of documents for translation and the follow-up on translation workflow. In particular, the incumbent will:

- coordinate the production of terminology and glossaries at corporate level ensuring a controlled dissemination of these resources;
- ensure compatibility and interoperability with automated document processing methods, translation tools, international standards and other FAO systems;
- represent the Organization and establish partnerships and common approach on FAO terminological issues;
- provide the translation groups with reference material following requests submitted to the Service by using computer-assisted translation (CAT) tools, document repositories and advanced research on Internet;
- ensure that documents for translation are submitted in the most adequate way and to obtain anticipated information to facilitate reference and translation processes;
- conduct linguistic research in consultation with language staff and technical divisions to solve problems of technical terminology, establish and maintain inter-agency liaison on terminology and reference issues;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in one of the following: Linguistics, Translation, or Management/Business Administration with a specialization in languages
- Five years of relevant experience in translation or terminology/lexicography of which at least two years in terminology, reference or computer-assisted translation work
- Excellent knowledge of two of the following: English, French, Spanish, and limited knowledge of the third language

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in terminology work in International Organizations
- Depth of knowledge of modern translation methods, including application of computer techniques to linguistics, database management and modern communication tools
- Extent and relevance of experience in both computer-assisted translation tools and methodologies, using lead industry-standard software packages, and of electronic multilingual documentation production
- Extent and relevance of experience in mark-up languages such as HTML and XML
- Extent and relevance of experience in planning and managing linguistic resources, including liaison with and support to external consultants and service providers
- Working knowledge of other FAO official languages is considered a strong asset

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*

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/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

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

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