



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3318

Issued on: **17 November 2016**

Deadline For Application: **2 December 2016**

Position Title:	Senior Reviser (Arabic)	Grade Level:	P-5
		Duty Station:	Italy, Rome
Organizational Unit:	Office of Chief, CPAMD	Duration *:	Fixed Term – 2 years
		Post Number:	0030112
		CCOG Code:	1006

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

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.

Organizational Setting

The Meeting Programming and Documentation Service (CPAM) is responsible for meeting scheduling and programming, and for the provision of interpretation, translation, terminology and printing services.

Reporting Lines

The Senior Reviser reports to the Chief, Meeting Programming and Documentation Service.

Technical Focus

Idiomatic and timely translations of meeting documents, publications, correspondence and other materials into Arabic.

Key Results

Translation of FAO official documents for meetings and certain important publications be carried out according to the highest quality standards.

Key Functions

- plans, organizes, supervises and monitors the translation, revision and editing work, as well as related terminology and reference work, of the Unit; allocates work to staff, assigns staff to particular translation, revision or editing duties, determines and communicates priorities, controls quality and output, and ensures compliance with established FAO rules, house style and standards;
- supervises and evaluates the work performed by the staff of the unit and by external collaborators; provides new translators and revisers with guidance and training; organizes the testing of candidates for employment, including prospective contractual translators, and makes recommendations regarding the selection of staff;
- revises translations of highly sensitive texts and approves finished translations of an exceptionally difficult or complex character; edits or translates texts that cannot be assigned to other staff because of their urgency, confidentiality or importance;
- formulates instructions and guidelines governing the work of the unit;
- makes authoritative linguistic determinations in the target language especially in technical and subject fields where vocabulary is only emerging and semantics must be developed;
- leads and facilitates terminology research as well as the building up of terminological data bases, useful reference materials and sources for translation work;
- recommends action on personnel, budgetary and procedural matters relating to the efficient operations of the unit;
- performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University Degree in Linguistic Studies or Translation or in another FAO field such as Agriculture, Economics or Law with specialization in languages
- Ten years of relevant experience in translation/revision work
- Excellent knowledge of Arabic
- Working knowledge of English and French or Spanish

Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Extent and relevance of experience in translation/revision work
- Demonstrated ability to accurately translate highly specialized technical subjects and to analyze problems and detect flaws in translation
- Demonstrated clear expression and rapid composition in
- Extent of professional vocabulary coupled with a keen sense of semantics
- Extent and relevance of experience in the use of modern translation tools

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

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.

If you need help, or have queries, please contact: iRecruitment@fao.org

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