



Issued on: 06 December 2017

Deadline For Application: 20 December 2017

JOB TITLE: Translator/Interpreter

TYPE OF CONTRACT: PSA

DUTY STATION: Ankara, Turkey (FAO Premises)

ORGANIZATIONAL UNIT: FAO SEC

DURATION: 6 months

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

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.

Organizational Setting

FAO's Subregional Office for Central Asia is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing subregional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs). The Subregional Office is a subsidiary of FAO's Regional Office for Europe and Central Asia (REU).

The post is located in Ankara – Turkey.

Reporting Lines

Under the overall supervision of the FAO Representative and/or Sub-regional Coordinator for Central Asia (FAOSEC), the subscriber works in close collaboration with respective Technical Officers, and FAO-SEC support services (Operations Unit and/or Administration Department).

Technical Focus:

Linguistics/Foreign Languages or Translation/Interpretation

Tasks and responsibilities

- Translate Turkish-English and English-Turkish simple programme and project related documents, and a wide variety of texts dealing with agriculture and related subjects as well as administrative, financial and legal matters;
- Provide translation and interpretation services at preparatory stage and during high level events, as per request of SRO, CO and RO as and when required;
- Prepare draft-correspondence (Turkish-English and English-Turkish) official correspondence as requested by SRC-SEC;
- Provide translation and interpretation services during the workshops, seminars and other events related to program and project activities of FAOSEC;
- Provide support for preparation and organization of various events, such as: preparing background materials and handouts, providing oral and written translation during events (national, subregional, regional level);
- Translate ad-hoc Russian-Turkish and Turkish-Russian simple programme and project related documents;
- Provide ad-hoc Turkish-Russian and Russian-Turkish interpretation services as and when requested by SRC-SEC and MDT;
- Proofread and edit documents, translation works as and when requested by SRC-SEC and MDT;
- Provide, when necessary, terminology guidance to external contractors (translators, translation agencies);
- Undertake duty travel within sub-region/region as and when required;
- Perform other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University Degree in the areas of Linguistics/Foreign Languages or Translation/Interpretation specialising in one of the following official languages of the United Nations: English or Russian
- Minimum of at least 5 years of professional experience in the areas of translation and/or interpretation and provision of editorial services for international organizations;
- Working knowledge of English

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Additional selection criteria

- Native speaker of one of the following languages: Turkish, Tajik, Uzbek, Kazakh, Kyrgyz, Azeri, Turkmen and/or Russian from/into which the translations are to be made
- [ability to work in Turkish-Russian](#)
- Be able to produce results with rigid deadlines
- Advanced computer skills and word processing (MS Office and other office equipment); advanced user of translation/interpretation software and equipment.
- Skills and experience in consecutive and simultaneous interpretation from/into English, Russian, as well as from/into the official language of the country is an asset;

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

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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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