



Issued on: 29 May 2018

Deadline For Application: 19 June 2018

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<b>POSITION TITLE:</b>	<b>Interpreter/Reviser (Russian)</b>	<b>GRADE LEVEL:</b>	<b>P4</b>
		<b>DUTY STATION:</b>	<b>Rome, Italy</b>
<b>ORGANIZATIONAL UNIT:</b>	Meeting Programming and Documentation Service, CSGM Conference, Council and Protocol Services Division, CSG	<b>DURATION :</b>	<b>Fixed term: two years with possibility of extension</b>
		<b>POST NUMBER:</b>	<b>2002387</b>
		<b>CCOG CODE:</b>	<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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### Organizational Setting

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

The position is located in the Interpretation Group.

### Reporting Lines

The Interpreter/Reviser (Russian) reports to the Senior Interpreter (Head, Interpretation Group)

### Technical Focus

Simultaneous, consecutive and whispered interpretation into Russian from English and French or Spanish as well as into English or French from Russian

### Key Results

Simultaneous, consecutive and whispered interpretation to be carried out according to the highest quality standards

### Key Functions

- provides simultaneous, consecutive and whispered interpretation from two or more working languages into the target at both internal and external organization meetings, conferences and legislative sessions normally dealing with a wide range of subject matter or substantive topics;
- conducts lexicological research, and contribute to the compilation of specialized multilingual glossaries and terminology bulletins for interpreters' use at FAO meetings;
- revises meeting documents, technical papers and studies, periodical publications and official correspondence from two or more working languages into the target language as time permits and when not interpreting;
- participates in the selection of freelance interpreters; coordinates and supervises the work performed by the staff of the unit and by external collaborators; provides new freelance interpreters with guidance and training.

### Specific Functions

- interprets both simultaneously and consecutively primarily into Russian from English, and from at least one of the other Organization's languages\*, as well as into English or French from Russian, as appropriate;
- revises into Russian from English and French or Spanish technical papers and studies, background papers and reports, periodical publications and official correspondence, in such a manner that the translation/revision will be a finished product ready for publication.

\* The languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Linguistic Studies or Translation and/or Diploma from an internationally recognized interpreter/translator school
- Seven years of relevant experience in simultaneous and consecutive interpretation, of which at least five in an international organization, including experience in translation and or revision
- Excellent knowledge of Russian and working knowledge of English and French or Spanish

### Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships

- Knowledge Sharing and Continuous Improvement

#### **Technical/Functional Skills**

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Quality and accuracy of simultaneous and consecutive interpretation into Russian and return into English or French
- Extent and relevance of experience in translation/revision work
- Demonstrated ability to produce translated/revise texts of idiomatic quality from meeting documents and technical material
- Extent of experience in the use of Computer Assisted Translation Tools (CAT)
- Extent of experience in terminology

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

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#### **ADDITIONAL INFORMATION**

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- 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.

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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://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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#### **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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**