



Issued on: 19 June 2018

Deadline For Application: 10 July 2018

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<b>POSITION TITLE:</b>	<b>Reviser (French)</b>	<b>GRADE LEVEL:</b>	<b>P-4</b>
		<b>DUTY STATION:</b>	<b>Rome, Italy</b>
<b>ORGANIZATIONAL UNIT:</b>	Meeting Programming and Documentation Service, CSGM	<b>DURATION *:</b>	<b>Fixed term: two years with possibility of extension</b>
	Conference, Council and Protocol Services Division, CSG	<b>POST NUMBER:</b>	<b>0029718</b>
		<b>CCOG CODE:</b>	<b>1006</b>

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\* 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 (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 French Translation Group.

### Reporting Lines

The Reviser (French) reports to the Senior Reviser, French Translation Group.

### Technical Focus

Timely translation or revision of meeting documents, publications, correspondence and other materials into French.

### Key Results

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

### Key Functions

- Revises in the target language from two or more languages translations prepared by other staff or by external translators;
- Revises translations produced by the Group or external translators and ensures consistency of terminology and style throughout the text;
- Produces versions in the target language which are equivalent to the original text in terms of accuracy, completeness, meaning, style and effectiveness;
- Conducts preliminary research to solve problems of terminology and meaning, and consults with substantive units regarding possible inconsistencies or errors in the original text;
- Contributes to the linguistic research of the Service, to the building and enhancement of terminology databases and to the selection of useful reference documents;
- Coordinates the work of other translators, monitoring the progress of work in relation to an agreed schedule, and contributes to training activities.

### Specific Functions

- Revises translations from English or Spanish into French;
- Makes difficult decisions on terms relating to subject areas where vocabulary and semantic usage are still evolving;
- Contributes to the selection of external translators with the necessary skills for inclusion in the FAO roster of freelance translators;
- Promotes the adoption of new technology and the use of computer-assisted translation tools;
- Acts as team leader when required and replaces the supervisor during her/his absence.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Linguistic Studies or Translation, or in Law, Economics, Agriculture or other FAO field of activity with a specialization in languages, and/or Diploma from an internationally recognized interpreter/translator school

(candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)

- Seven years\*\* of relevant experience in translation/revision work
- Excellent knowledge of French and working knowledge of English and Spanish

\*\* The required experience is to be understood as seven years of full-time work in an organization or company. Free-lance translators will have to document experience equivalent to seven years of full-time work (i.e. 221 working days per year). Contract translators will have to document experience equivalent to seven years of full-time work (i.e. 1,800 words per day, multiplied by 221 working days per year).

#### **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
- Extent and relevance of experience in translation/revision work
- Demonstrated ability to accurately revise/translate highly specialized technical subjects and to analyse problems and detect flaws in revision/translation
- Demonstrated clarity of expression and rapidity of composition, breadth of vocabulary and clear sense of semantics, syntax and stylistics in French
- Extent of knowledge of technical terminology relating to one or more fields or subject matters of the Organization
- Extent of knowledge and use of computer-assisted translation tools

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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**

- 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.

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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**