

الأمم المتحدة  
اللجنة الاقتصادية والاجتماعية لغربي آسيا

UNITED NATIONS  
Economic and Social Commission  
for Western Asia



NATIONS UNIES  
Commission économique et sociale  
pour l'Asie occidentale

Date of issuance: 22 October 2009  
Deadline Date: 5 November 2009

**TEMPORARY VACANCY ANNOUNCEMENT**

*Internal/External*

Functional title: English Reviser

Grade  
P-4

Office: Conference Services  
Section / CSS –  
Administrative Services  
Section / ASD

Interested qualified candidates who meet the post's requirements are requested to send their P.11 or PHP by email to [employment-escwa@un.org](mailto:employment-escwa@un.org) no later than 5 November 2009. The position is available for 3 months.

**ESCWA reserves the right to hire at a level below that of the post.**

**RESPONSIBILITIES:**

Under the general supervision of the Chief of the Conference Services Section and within delegated authority, the incumbent will be responsible for the following duties:

- Revising translations, mainly from Arabic into English, dealing with a broad range of subjects dealt with by the Economic and Social Commission for Western Asia (ESCWA);
- Translating mainly from Arabic into English, mostly without revision and often under tight deadlines, texts of sensitive, complex or technical covering a broad range of subjects dealt with by ESCWA, particularly those subjects requiring experience and recognized proficiency;
- Occasionally drafting, without revision, reports of meetings and serves as monitor of précis-writing teams;
- Developing new terminology for use where none exists in the target language;
- Carrying out linguistic research and prepares terminological bulletins and glossaries, technical vocabularies and related reference tools;
- Counseling and assisting translators/précis-writers and briefs them on terminology and a broad range of subjects, as required;
- Participating in the setting of terminology standards;
- Supervising the work of small groups of translators/précis-writers;
- Performing other related duties as required.

**COMPETENCIES:**

**PROFESSIONALISM:** Solid analytical, writing and translation skills; high standards of accuracy, consistency and faithfulness to the spirit and nuances of the original text such as to require little or no revision; mastery of terminological and reference research techniques; ability to research using all sources of reference and information; high level of initiative, political sensitivity, versatility, judgment, discretion, tact and negotiating skills; familiarity with a range of issues relating to the functioning of the Commission; confirmed ability to work well under pressure and deal efficiently with unexpected requests.

**MANAGING PERFORMANCE:** Ability to accurately judge the amount of time and resources needed to accomplish a task.

**PLANNING AND ORGANIZING:** Ability to establish priorities and to plan, coordinate and monitor the work of others.

**TEAMWORK:** Ability to gain the support and cooperation of others in a team endeavour through the demonstration of recognized technical competence; sensitivity and respect for diversity.

**COMMUNICATIONS:** Strong communication and interpersonal skills.

**TECHNOLOGICAL AWARENESS:** Ability to use a variety of computer applications and willingness to learn new information technology applications in the field of translation.

**REQUIREMENTS:**

**EDUCATION** - A first-level degree from a university or institution of equivalent status. Candidates for this position must have passed the United Nations Competitive Examination for English Language Translators/Préciswriters.

**WORK EXPERIENCE** – A minimum of five years of experience in translation, of which three should have been within the United Nations and some experience in revision. Knowledge of a broad range of subjects dealt with by the United Nations, political, social, legal, economic, financial and technical, with a recognized specialization in the social and economic area.

**LANGUAGES** - A perfect command of English which must be the candidate's main language and an excellent knowledge of Arabic is required.

**OTHER DESIRABLE SKILLS** - Familiarity with United Nations terminology databases and knowledge of other computer software used in United Nations are desirable.

**Applications will only be accepted when they correspond to specific vacancy announcements.**

**ESCWA is a smoke-free environment.**