Job Description

Translator/Senior Translator/Reviser (English Section) (1900106)

• This vacancy shall be filled by a 3-year Term appointment in accordance with the Fund’s new employment rules taking effect on May 1, 2015.

Description

The International Monetary Fund is seeking a translator/senior translator/reviser for the English Section of its Language Services located at IMF headquarters in Washington, D.C.

Under the general supervision of the Chief of the English Translation Section, the selected candidate will translate documents from French and Spanish into English. Command of at least one additional source language would be considered an asset.

In preparing assignments, the candidate will ensure that translations are equivalent in meaning and style to the original text; carefully research points of terminology, language, and subject matter; and use a wide range of office and translation-related software in the process. Translations produced by the candidate are expected to be final, although sensitive documents may be subject to revision and/or review.

The candidate shall also revise/review translations prepared by freelance translators and provide coaching and feedback to freelancers and junior in-house translators.

Qualifications

Educational development, typically acquired by the completion of an advanced university degree, or equivalent, in translation, linguistics, economics, or a related field, supplemented by a minimum of four years of relevant work experience, is required.

In addition to the minimum requirements set forth above, successful candidates should
also posses the following qualifications:

- Native English language skills and excellent command of French and Spanish.

  Knowledge of at least one additional source language is an asset.

- Excellent translation from French and Spanish into English, with a minimum of

  four years of progressively relevant professional experience in the field of

  translation services. Superior knowledge of translation and revision procedures

  and techniques and of policies, practices, and technologies

- Substantial proven experience in translating, revising, reviewing, and producing

  documents dealing with global economic and financial activities, and broad

  general knowledge.

- Ability to work efficiently under pressure, without compromising production or

  quality levels;

- Experience working in a technologically advanced environment, using

  computer-assisted and translation management tools for translation, revision,

  as well as administrative functions.

- Initiative and responsiveness to feedback.

- Ability to work well as part of a team and to communicate effectively and
diplomatically with IMF staff at all levels, in a multicultural setting.

- Ability to manage multiple requests and prioritize tasks in a fast-paced environment.
- Strong interpersonal skills
- Progressive experience in project resource management (freelancers), would be an asset.

The IMF is committed to achieving a diverse staff, including gender, nationality, culture and educational background.