OFFICE CIRCULAR

TWO POSTS OF TRANSLATOR (GRADE L2) IN THE ENGLISH SECTION, TRANSLATION DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 22 October 1992

Duties:

1. Under the direct supervision of the Head of Group:

   Translate texts in a variety of OECD subject areas from French into English.
Principal qualifications:

1. Perfect knowledge of the English language and culture.
2. University degree or equivalent.
3. Excellent knowledge of French and considerable full-time translation experience, preferably in an international organisation. Good knowledge of German and/or other languages, of OECD or Eastern European countries, would be an advantage.
4. Experience in the utilisation of word-processing systems would be an advantage.

Shortlisted candidates will be required to take a written test.