OFFICE CIRCULAR

TRANSLATOR (GRADE L3) IN THE ENGLISH SECTION, TRANSLATION DIVISION,
DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 11 January 1996

The OECD is an equal opportunity employer
and encourages applications from female candidates

Duties

Under the direct supervision of the Head of Group, the post-holder will be required to:

1. Produce translations requiring minimal revision from French, and possibly third languages, into
   English in a broad range of OECD subject areas.

2. Check translations or provide guidance to L2 translators or trainees in the relevant specialist
   areas, as required.

3. Keep abreast of developments in the relevant specialist areas and carry out terminological work.

Principal qualifications

1. Advanced university degree and/or equivalent professional qualification. Practical experience of
   one or more of the Organisation's fields of activity.
2. Perfect knowledge of the English language and culture. Broad general knowledge.

3. Excellent knowledge of French and considerable translation experience preferably in the translation department of an international organisation, or similar experience.

4. Practical experience of word processing would be an advantage.

5. Knowledge of third languages would be a definite advantage, given the increased use of non-official languages.

N.B. Shortlisted candidates will be required to take a written test.

The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Human Resource Management Division. Applications should be sent to this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

June 1995