The OECD is an international organisation located in Paris, with some 2000 members of staff. We are looking for French mother tongue translators to translate mainly from English into French. Translators work under the supervision of a reviser or an immediate superior in the French Section of the Translation Division in the Executive Directorate.

The post...

1. Produce translations from English, and possibly third languages, into French in a fairly broad range of OECD subject areas.
2. Keep abreast of developments in the relevant subject areas and carry out terminological work for the Division as a whole.
3. Carry out other tasks, as relevant, in the framework of the Section’s activities.

The person we are looking for should have...

1. An advanced university degree in the field of translation or in one of the OECD’s areas of activity.
2. Perfect knowledge of the French language and culture. Excellent knowledge of English and extensive general knowledge.
3. At least three years’ full-time experience of translation in one or more of the Organisation’s areas of activity, preferably in an international setting.
4. Very good knowledge of Word and good knowledge of translation tools (translation memories, terminological databases, etc.).
5. Knowledge of a third language, or languages, would be an advantage.

N.B. Only shortlisted candidates will be contacted, within a period of six weeks after the closing date for the vacancy, to sit the written tests and, if successful, an oral.

A final list of candidates capable of performing the required tasks will be drawn up in the wake of the selection process. Candidates on this list will be appointed to L2 posts that are vacant or become vacant over the two years following publication of the list.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)100 and be sent via our on-line application form on www.oecd.org/hrm by 20 December 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org