

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 21-Sep-99

HUMAN RESOURCE MANAGEMENT

OLIS : 21-Sep-1999

HRM/VAC(99)58

Telephone : 01 45 24 14 44

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OFFICE CIRCULAR

**TRANSLATOR (GRADE L3),
TRANSLATION DIVISION, GERMAN SECTION,
LINGUISTIC AND CONFERENCE SERVICE.**

Closing date for applications: 22 October 1999

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

POSSIBLE VACANCY

Role

Under the direct supervision of a Reviser, the main responsibility of the post-holder will be to produce translations from English and French into German. The texts to be translated are mainly economic in content and all translations are for publication.

Main Duties

1. Prepare translations from English and French into German. The texts to be translated cover a variety of activities carried out by the Organisation. All translations are intended for publication and will be revised.
2. Carry out terminological work.

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Principal Qualifications and Core Competences

1. Translation degree or equivalent training in languages (English and/or French).
2. German mother tongue compulsory. Perfect knowledge of the German language, sound knowledge of economics, very good general education.
3. Considerable translation experience (at least six years), in particular translating texts from English into German, preferably in a government body, an international organisation, etc.
4. Ability to work as a member of a team, sense of responsibility and initiative.
5. Knowledge of word processing.

N.B. Shortlisted candidates for this vacancy will be required to take a translation test.

The appointment may initially be made 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.