OFFICE CIRCULAR

TWO POSTS OF INTERPRETER (GRADE L4) IN THE CONFERENCE SERVICE,
DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 16 September 1994

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

Duties

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

1. Interpret consecutively or simultaneously in the two official languages of the Organisation at high-level or very technical meetings. May also be required to interpret from German.
2. May take charge of a team of interpreters, organise their work and ensure that they receive the necessary documents.

3. Keep abreast of developments in the main areas of the Organisation’s work and study the subject matter for discussion at specialist meetings.

**Principal qualifications**

1. Perfect knowledge of the French, English and if possible German languages and culture. Knowledge of one or more languages of Central or Eastern Europe would be an advantage.

2. University degree and/or diploma from a college of interpreters. Knowledge of the main fields in which the Organisation works.

3. At least five years’ practical experience in conference interpreting.