OFFICE CIRCULAR

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

Closing date for applications: 31 October 1994

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

Duties

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 Central and 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.

At the end of the selection procedure, an eligibility list will be drawn up. The candidates on the list will be appointed, in order of ranking, to grade L2 posts that become vacant during a period of two years following the date of appointment of the candidate selected for the first post.