



## Spanish Translator, P2

### Translation Unit

---

**Deadline for Application: 22 April 2009**

---

**Core Values: Integrity, Professionalism, Respect for Diversity**

---

The South Centre (the Centre) is seeking to fill a position of **Spanish Translator** to work as a member of its Translation Unit. The Centre is an intergovernmental organization of developing countries established by an Intergovernmental Agreement (Treaty) in 1995 with its headquarters in Geneva, Switzerland. The Centre grew out of the work and experience of the South Commission and its follow-up office, and from the recognition of the need for enhanced South-South co-operation. In this context, the South Centre is mandated to meet the need for analysis of development problems and experience, as well as to provide intellectual and policy support required by developing countries for collective and individual action in the international arena.<sup>1</sup>

#### **Title of position**

Spanish Translator

#### **Eligibility**

Preference will be given to qualified candidates from the member States of the Group of 77 and China. For a list of G77 members, see <http://www.g77.org/doc/members.html>

#### **Type of Appointment**

The appointment will be a short-term contract of 6 months, as per South Centre Staff Regulation 4.1. The possibility of extension will be subject to satisfactory performance and continued availability of funds. The successful candidate is expected to take up the position on 15 May 2009 or as soon as possible thereafter.

#### **Functions**

Working under the direction and supervision of the Executive Director, the incumbent will perform the following functions:

---

<sup>1</sup> For more information about the South Centre and its activities, visit our website at <http://www.southcentre.org>

- Translate and self-revise documents covering a broad range of subjects dealt with by the South Centre.
- Revise and edit for style, clarity, terminological consistency and accuracy, translations undertaken in-house or outsourced.
- Manage the outsourcing of translations into Spanish.
- Build solid relationships with external translators.
- Be open to learning to use modern technologies with a view to enhancing the efficiency of the translation workflow.
- Assist South Centre staff in terminology, grammar or stylistic issues.
- Perform other related duties, as assigned.

### **Qualifications and Experience**

**Education:** Advanced university degree (Master’s or equivalent) in foreign languages or a related area with an emphasis on translation. A combination of relevant education and experience may also be considered.

**Experience:** A minimum of 3 years’ professional experience in translation, preferably in an international organization. Familiarity with issues dealt with by the South Centre (trade, development, intellectual property, environmental issues and global governance)<sup>2</sup> is highly desirable.

**Languages:** A thorough command of the Spanish language, which shall be the candidate’s main language, an excellent knowledge of English and, preferably, of another United Nation’s language.

**Other skills:** Solid computer skills, including proficiency in word processing. Familiarity with online terminology resources and with computer-assisted translation software would be an asset.

### **Competencies**

- **Professionalism:** Solid writing and analytical skills. Ability to produce within established deadlines translation/revision work that meets the highest standards of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text. Ability to use all sources of reference and information. High level of initiative, versatility and discretion. Capacity to maintain discretion and confidentiality.
- **Planning and Organizing:** Ability to meet tight deadlines. Ability to work under pressure, and at times in a stressful environment. Ability to shift attention rapidly from one job to another.
- **Communications:** Strong communication skills.

---

<sup>2</sup> For more information on the areas of work of the South Centre, visit [http://www.southcentre.org/index.php?option=com\\_content&task=view&id=908&Itemid=241](http://www.southcentre.org/index.php?option=com_content&task=view&id=908&Itemid=241)

- **Technology Awareness:** Good computer skills, especially proficiency in word processing. Ability to use computer-assisted translation software and willingness to keep abreast of, and learn to, use new technologies.
- **Teamwork:** Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Positive attitude when sharing work responsibilities and when establishing the team's work priorities.
- **Gender awareness:** Demonstrated gender sensitivity and commitment to the goal of achieving gender equality.

### **Remuneration**

The South Centre generally applies pay packages similar to the United Nations system. The present vacancy is at a level equivalent to P2 of the United Nations system.

### **Applications**

Interested candidates are encouraged to apply by sending, *preferably via e-mail*, the following documents:

- i) A motivation letter indicating their interest in the position and highlighting their relevant qualifications and experience; and
- ii) a detailed curriculum vitae.

**The deadline for applications is Wednesday 22 April 2009, at 18.00 Central European Time (CET).**

Applications should be sent to the attention of Ms Celina Iñones at:

[inones@southcentre.org](mailto:inones@southcentre.org)

or at:

#### **Translation Unit**

##### **South Centre**

Chemin du Champ d'Anier 17  
CH-1211 Genève  
Suisse

Applicants are kindly requested not to send applications via multiple routes.

Copies of qualifications, previous employment certificates, etc. should not be sent with the application. These will be requested at a subsequent stage.

Only short-listed candidates will be contacted for a **translation exam**, which will take place on **Friday 24 April 2009**, and eventually for an **interview**.

Candidates are kindly requested to refrain from enquiring about the progress of the recruitment process and of their candidature.