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TRANSLATOR/MINUTE-WRITER (CHINESE)

Post Number : CLD 325

Grade : P-2 / P-3

Parent Sector : Division for Conferences, Languages and Documents (CLD)

Duty Station: Paris

Job Family: Translation / Interpretation / Writing

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 18-JUL-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

This is a twin-graded post P-2/P-3. Initial appointment will be according to seniority.

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director for Conferences, Languages and Documents, and the direct supervision of the Chief of the Chinese Translation Unit, the incumbent will be expected to perform the following tasks:

- Translate official documents for the Organization's governing bodies and other materials, general or specialized (education, natural sciences, social and human sciences, culture, communication, administration, finance, budgeting, accounting, etc.), from English, and when sufficiently qualified from French, into Chinese, using UNESCO's CAT tools as appropriate.

- Translate, subject to revision, texts from Chinese into English or French, using UNESCO's CAT tools as appropriate.
- Prepare minutes and edit summary and verbatim records at sessions of the Organization's governing bodies and other meetings.
- Revise and edit documents drafted in Chinese, and participate in reading committees.
- Participate in the Unit's terminology work and contribute to the development and upgrading of UNESCO's CAT tools.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in languages, translation or a closely related field.

Work Experience

- A minimum of two (2) years of relevant professional experience in the field of translation in a governmental, international or similar organization.
- Relevant experience acquired in an international organization.

Skills & Competencies

- Capacity for continuous learning through keeping abreast of current affairs and of new developments at UNESCO and in the UN system.
- Ability to work quickly and accurately, often under pressure.
- Ability to maintain good working relations in a multicultural environment and to work effectively in a team.
- Good IT skills including proficiency in word processing, good knowledge of language technologies and of Computer-Assisted Translation (CAT) or similar tools.

Languages

- Excellent knowledge of English and good knowledge of French.
- Excellent knowledge of Chinese (principal language).

DESIRABLE QUALIFICATIONS

Work Experience

- Relevant work experience in an organization of the United Nations system.

Skills & Competencies

- Good knowledge of UNESCO's major fields of action (education, natural sciences, social and human sciences, culture, communication and information).
- Specialisation in one or more of the Organization's fields of competence (education, natural sciences, social and human sciences, culture, communication and information).

Languages

- Knowledge of another official language of UNESCO (Arabic, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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