

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Reviser/Translation Quality Supervisor (English)** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the Reviser/Translation Quality Supervisor (English) will provide quality control for translations performed by freelancers, including revision; develop and maintain a pool of freelancers for French-to-English translation; provide urgent self-revised translation; and contribute to the team's terminology work to enable SPC to operate as a bilingual organisation in compliance with its mandate so as to stimulate knowledge flows and for practical purposes

The key responsibilities of the role include the following:

1. Providing quality control and/or revision of all French-to-English translations delivered by SPC's translation team

- Revise English translation work submitted by freelance translators, any in-house English translators, and interns/attachments
- Monitor delivery times and performance for work sent out to freelance English translators
- Maintain consistency of translated materials with previous SPC documents

2. Ensuring the daily management of both English translation requests received by SPC's translation team and the pool of freelancers for French-to-English translations

- Serve as English translation/revision focal point for English translation requests and deal with customers directly to obtain further clarification on requests and identify expectations, as required
- Determine document priority levels and select translations to be sent to freelance translators, in consultation with the Translation Coordinator when needed, to make sure deadlines are met and customers are satisfied
- Contribute to building and maintaining a pool of highly qualified high-level freelancers (French->English) for translation and revision

3. Providing self-revised French-to-English translations for SPC divisions and corporate services

- Autonomously translate from French into English urgent documents in a wide range of highly technical and scientific publications and more general materials related to SPC's many work programme areas, and ensure translations are provided within the deadlines
- Ensure the self-revised translations maintain quality standards, are delivered by the deadlines set, and meet clients' expectations.

4. Contributing to the translation teams' terminology work to ensure long-term consistency in all translations provided

- Contribute accurate and consistent terminology to the team's internal database
- Assist in the management of terminology projects and tools, such as SPCTerm weeding project

5. Using and contributing to the translation technologies used within the team to ensure long-term quality of the documents provided

- Keep abreast of CAT (computer assisted translation) tool development
- Assist colleagues in using CAT software, particularly when the Translator/Reviser (French) is on leave or otherwise unavailable

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

1. Qualifications

- University degree in translation, preferably at postgraduate level, or related area or equivalent extensive experience

2. Technical expertise

- 5 years' experience as a translator and reviser in an international or governmental organization, or 10 years' experience as a freelance translator and reviser working mainly with international organisations

- Experience in managing a pool of freelance translators/revisers
- Excellent command of English language syntax, style and grammar for revision/editing purposes
- Broad general knowledge and thorough understanding of a wide range of technical and scientific subjects in both languages
- Excellent knowledge of computer-assisted translation tools

3. Language skills

- Outstanding command of the English language (Native English speaker or equivalent level), excellent knowledge of French

4. Interpersonal skills and cultural awareness

- Good interpersonal skills and ability to work in a multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This part-time position (60%) is budgeted for 3 years and is subject to renewal depending on funding and performance. Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Reviser/Translation Quality Supervisor (English)** is a band 10 position in SPC's 2021 full time salary scale, with a starting salary range of SDR (special drawing rights) 3,490-4,267 per month, which converts to approximately XPF 510,921-624,563 (USD 4,852-5,931; EUR 4,282-5,234). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 6 June 2021 – 11:00 pm (Noumea time)

Job Reference: SH000062

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions (maximum of 2.000 characters per question):

1. What are the tools, processes and procedures you would use to select and manage a pool of freelance translators and/or revisers?
2. How would you perform quality control on translations done by freelancers, especially freelancers not yet proficient in SPC terminology?
3. How would you maintain good client service within a multi-function job?