



## VACANCY NOTICE

VACANCY ANNOUNCEMENT: COI/AV-5/2018

<b>TYPE OF RECRUITMENT COMPETITION:</b>	External, based on merits and competitive examination
<b>TITLE OF POST:</b>	English translator (self-revising)
<b>CATEGORY AND GRADE:</b>	Administrative category, Grade 9 – Step 1
<b>LOCATION:</b>	Madrid, Spain
<b>TYPE OF RECRUITMENT:</b>	*Local or international as appropriate
<b>TYPE OF APPOINTMENT:</b>	Fixed-term (4 years, with the possibility of renewal)
<b>PROBATIONARY PERIOD:</b>	8 months
<b>PREFERRED STARTING DATE:</b>	Not later than March 2019
<b>AGE LIMIT:</b>	Not more than 60 at the time of the closing date for the receipt of applications.
<b>CLOSING DATE FOR RECEIPT OF APPLICATIONS:</b>	<b>extended until 15 January 2019</b>

\* Candidates are considered to be locally recruited when they fulfil one of the following two conditions: they are nationals of the headquarters country (Spain) or, upon recruitment, they have lived for at least one year without interruption in the headquarters country

**The IOC will not cover any travel or other expenses relating to the competition process.**

Any enquiries regarding the statutory terms of employment may be addressed to the IOC Executive Secretariat (Príncipe de Vergara 154, Madrid 28002, Spain; e-mail: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org)).

No contact whatsoever is permitted with the Translation Department.



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## BACKGROUND

The International Olive Council (IOC) is the international, intergovernmental organisation mandated to administer the International Agreement on Olive Oil and Table Olives. It is an international forum for stakeholders in the olive and olive oil world and as such carries out numerous activities for the benefit of its member countries.

The IOC is served by an Executive Secretariat headed by an Executive Director, which is responsible for implementing its decisions and strategy and serving the needs of the Organisation, including its translation needs. It currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

This announcement is to invite applications for the post of **English translator** in the Translation Department.

## DESCRIPTION OF DUTIES

The incumbent will be responsible for the following main duties and responsibilities:

- Translation of a range of general, administrative, economic, scientific, technical and other texts into English, ensuring that translations are equivalent in meaning and style to the original texts
- Stylistic and grammatical editing of texts written by non-native speakers
- Proofing
- Drafting
- Assistance with all aspects of the management of outsourced translation services (currently Arabic, Italian and Spanish)
- Research into points of terminology, language and subject matter to assist with the development of the translation memory software dictionaries
- Performance of any other duties normally carried out by a translator in an international organisation

These duties and responsibilities may be adjusted within the framework of the ongoing reforms to adapt the IOC Rules of Procedure, Financial Regulation, Staff Regulations, Organisation Chart and Job Descriptions to the new International Agreement on Olive Oil and Table Olives, 2015.

The IOC retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated.

**N.B. Staff members of the Executive Secretariat may not be engaged in any gainful activity or be involved in any political activity or hold any employment outside the International Olive Council, either continuously or intermittently.**



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## GENERAL REQUIREMENTS

- Citizenship of one of the 15 Members of the IOC (Algeria, Argentina, Egypt, European Union, Iran, Israel, Jordan, Lebanon, Libya, Montenegro, Morocco, Palestina, Tunisia, Turkey, Uruguay)
- Good health (appointment will be subject to a satisfactory medical examination)

Candidates are selected without distinction as to race, sex or religion.

## SPECIFIC REQUIREMENTS

### ACADEMIC:

- University degree in translating or a university degree in another subject plus postgraduate qualifications in translating

**LANGUAGES** (*These language requirements are based on the real, day-to-day shares of translation volume in the Translation Department*):

- English as mother tongue, or as main language with a deep knowledge of English grammar, style and usage
- Very thorough knowledge of French and Spanish
- Knowledge of Italian and/or Arabic will be considered an asset

### EXPERIENCE:

- Minimum of two years' continuous experience in translating into English
- Translating experience with an international organisation will be considered a very strong asset
- Knowledge of the olive sector will be considered an asset

### COMPUTER

#### SKILLS:

- Experience in using Microsoft Office software and CAT tools  
TRANSIT NXT is the translation memory software currently used at the IOC.

### OTHER

#### ABILITIES:

- Clear and concise style; broad general knowledge
- Ability to work under pressure and to meet tight deadlines while maintaining high levels of output and standards of quality
- Sense of responsibility and readiness to work as part of a team and to show commitment to the job



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## RECRUITMENT PROCESS

### APPLICATION

Candidates are requested to send a letter of intent, completed application form (available online in the *Vacancies* section of the IOC website: <http://www.internationaloliveoil.org>) and full CV to the following e-mail address: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org). Please remember to state the vacancy announcement number in the subject line of your cover e-mail. The closing date is midnight (Madrid time, Spain), **15 January 2019**.

### ELIGIBILITY SCREENING

All applications will be screened to check they comply with the general and specific requirements. Eligible candidates will then be ranked on the basis of specific criteria and a shortlist of the top 10 candidates will be selected for a written examination and face-to-face interview. The outcome of the shortlisting will be notified by **18 January 2019**.

### WRITTEN EXAMINATION

The examination will be held at IOC headquarters (calle Príncipe de Vergara, 158, 28002 Madrid) on **February 1, 2019**, starting at 9 a.m.

It will be divided into three parts: general translation, specialised translation and editing.

### PART ONE – GENERAL TRANSLATION

General text into English from:  
French  
Spanish  
Italian and/or Arabic (optional)

### PART TWO – SPECIALISED TRANSLATION

Specialised text into English from:  
French  
Spanish  
Italian and/or Arabic (optional)

### PART THREE – EDITING OF TEXT WRITTEN BY NON-NATIVE SPEAKERS

General text  
Specialised text

Since the exam will be paper-based, examinees are strongly encouraged to practise their handwriting to ensure they write as legibly as possible on the day.



The use of dictionaries or any reference materials – Internet included – will not be permitted during the entire examination. In addition, cell phones and other electronic devices may not be brought into the examination room or used at any point during the examination process. Candidates invited to take the exam will be informed on other minor aspects of the arrangements for the exam and interview when they are notified that they have been shortlisted.

Examinees should leave the whole day free for the examination and interview process.

### INTERVIEW

Each examinee will also be required to have a brief interview to assess their spoken language and communication skills.

### EVALUATION PROCESS

The performance of the examinees will be evaluated on the basis of the following rating method and grid:

	MAXIMUM MARKS
Merits (CV): Qualifications: 3 (max) Experience 7 (max)	10
French exam (Parts I + II)	30
Spanish exam (Parts I + II)	30
Optional: Italian (Parts I and II): 5 max Optional: Arabic (Parts I + II): 5 max	10
Editing	15
Interview	5

### NOTIFICATION OF OUTCOME

All examinees will be notified the outcome of the recruitment process via e-mail before the end of March 2019.