**Computer Assisted Translation and Terminology Specialist (P.4)**

**Documents, Language Technologies, Terminology and Reference Section, Conference Division**

<table>
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<th><strong>Vacancy announcement:</strong> V.N.18-09</th>
<th><strong>Date of Issue:</strong> 25 April 2018</th>
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<tr>
<td><strong>Admin number:</strong> ADMIN/18/20</td>
<td><strong>Deadline for applications:</strong> 23 May 2018</td>
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<td><strong>Post number:</strong> 5-3052</td>
<td><strong>Salary information:</strong> US$ 71,332 net per annum, plus post adjustment (currently US$ 52,572). Staff with primary dependents (subject to eligibility) will receive an additional allowance of 6% of the net salary plus post adjustment. Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here.</td>
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**Purpose of the Post**

Under the direct supervision of the Head, DLTRS, the incumbent will ensure timely provision of terminology and references to the Translation Services and other users.

For a detailed job description, please refer to page 2.

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<th><strong>Professional experience</strong></th>
<th><strong>Required competencies</strong></th>
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<td>At least seven years’ progressively responsible experience as a specialist in a language support section, preferably a terminology/reference section or a translation support section, or in database specialist role focussed on language localization. Experience in similar functions within the United Nations system or other international organizations is a distinct advantage.</td>
<td>a) Client and service orientation, with emphasis on user training and the ability to build and maintain effective working relationships with internal and external stakeholders, at all levels.</td>
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**Education**

Advanced university degree in computational linguistics, languages, translation, information management or a related field.

**Language skills**

Complete proficiency in English (written and oral) as well as excellent knowledge of French and/or Spanish. Good knowledge of a third working language is a strong asset. Knowledge of other official IMO languages will be an advantage.

**Other knowledge and skills**

Excellent knowledge of the language services function, in particular terminology practices and referencing of documents. Experience in the field of multilingual localization and management of translation memories is desirable. Knowledge and/or experience in the provision of terminology is required. Competency in the use of open source and/or commercial CATT tools is essential. Advanced skills in MS Office applications is a requirement. Experience in planning and managing change projects, especially in international organizations, is desirable.

**How to apply**

Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.

Please state **Vacancy Number 18-09** as well as the title of the post in the subject line.

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for an interview.

Shortlisted candidates will be tested in all relevant areas.

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*This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.*

*IMO will make every effort to facilitate the employment of persons with disabilities.*
MAIN DUTIES AND RESPONSIBILITIES

CATT Tools and Outreach

1. Take the lead role in the implementation of CAT Tools and manage CAT tools currently in use at IMO, liaising with the relevant service providers and maintaining a continuous dialogue with users.

2. Research machine translation options and related translation technology, making proposals for possible future improvements and system integration.

3. Ensure that translation memories are updated in all six official IMO languages and relevant formats, overseeing the timely uploading of documents into the translation memories, and the proper indexing protocols.

4. Follow developments in the field of semantics within the UN system to ensure IMO can benefit from jointly developed new technologies, such as editorial interfaces.

5. Communicate new work practices regarding any advancements with CATT tools, including the drafting of user manuals and, where appropriate, conduct user training sessions.

6. Correspond with external CAT tools users, in particular interpreters, for the provision of terminology/referencing, ensuring that adequate end-user support is delivered as requested, and provide initial orientation training on all language resources available.

7. Support JIAMCATT and other UN-wide initiatives, including participation in inter-agency user groups.

8. Manage the alignment of documentation to be entered into the translation memories using relevant tools.

Terminology

9. Manage IMO’s online terminology and knowledge database, IMOTERM, researching terms, definitions and multilingual equivalents in all six official languages.

10. Create glossaries on IMO-specific subjects through appropriate terminology extraction techniques to assist interpreters and translators.

11. Provide terminology/references and liaise with delegates and/or departments of Member States and organizations in consultative status.

References

12. Liaise with the Translation Services to provide the best translation support on a case-by-case basis, including agreeing priorities for referencing.

13. Process and reference documents using CAT tools (currently MultiTrans PRISM and DCPMS) and other applications and resources, both printed and electronic.
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<td>14</td>
<td>Supervise the maintenance of the TRS Log to include e-references and resources to assist translators in their work, ensuring that entries in the Directory are up-to-date and adequately classified.</td>
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<td>Other</td>
<td>Support JIAMCATT and similar UN-wide initiatives, including participation in inter-agency user groups, in order to keep abreast of technological developments in translation.</td>
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<td>16</td>
<td>Maintain a network of contacts within the UN system and other international organizations for the provision of external references and the exchange of information.</td>
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<td>17</td>
<td>Act as deputy for the Head of Section in his/her absence on matters relating to Language Technologies; and</td>
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<td>18</td>
<td>Undertake such other duties connected to the work of the Section as may be assigned.</td>
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