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Posted for reference on Gaucha Translations website.

Job Opening

Posting Title:	SENIOR REVISER, SPANISH, P5
Job Code Title:	SENIOR REVISER, SPANISH
Department/Office:	Department for General Assembly and Conference Management
Duty Station:	NEW YORK
Posting Period:	21 November 2017 - 04 January 2018
Job Opening Number:	17-Language-DGACM-88942-R-New York (L)
Staffing Exercise	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

This position is located in the Spanish Translation Service, Documentation Division, Department for General Assembly and Conference Management (DGACM) at Headquarters. The incumbent is under the general supervision of the Chief of Service.

Responsibilities

Within delegated authority, the Senior Reviser will be responsible for the following duties:

- Revises translations dealing with subjects of an exceptionally sensitive, complex or technical nature.
- Translates texts of an exceptionally sensitive, complex or technical nature.
- Directs the conduct of terminological research within the translation unit concerned.
- Counsels and assists revisers, translators and other language staff, as required, at and away from Headquarters in addition to performing all or some of their functions.
- Assists the Chief of Service in the preparation of terminology materials to meet the needs of the Service concerned.
- Assists the Chief of Service in the preparation of instructions.
- Assists the Chief of Service in monitoring the quality of in-house and contractual translations.
- Trains junior language staff.
- Manages and supervises projects in the areas of terminology, in-house and contractual translation, documentation, streamlining of working procedures and training of language staff.
- Programmes daily and long-term work of the Service.
- Assists the Chief of Service in selecting texts for United Nations competitive examinations, in marking candidates' scripts and in evaluating results.
- Serves as officer-in-charge in the absence of the Chief of Service.
- Performs other related duties as required.

Competencies

PROFESSIONALISM: Ability to demonstrate excellent writing and analytical skills. Ability to maintain the highest standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text. Knowledge of terminological and reference research techniques with ability to use all sources of information. Knowledge of a broad range of subjects dealt with by the United Nations or similar international organization, i.e. political, social, legal, economic, financial, administrative, scientific and technical. Ability to work under pressure and maintain adequate speed and volume of output. Ability to demonstrate the highest level of initiative, versatility, judgement and discretion, tact and negotiating skills. Familiarity with the range of issues relating to management of the Translation Services. Knowledge of the gText suite of tools in use at the United Nations, or similar language-processing systems and services in an intergovernmental or international organization. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

LEADERSHIP: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

MANAGING PERFORMANCE: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

A first-level degree from a university or institution of equivalent status. Candidates for these positions must have passed the relevant United Nations Competitive Examination for Translators.

Work Experience

A minimum of ten years of experience in translation and revision (with at least four years of revision) and use of relevant computer software, electronic tools and databases, of which eight preferably should have been in the United Nations or similar international organization.

Languages

A perfect command of Spanish, which must be the candidate's main language. Must also have an excellent knowledge of at least two other official languages, one of which must be English, as tested by the relevant United Nations competitive examination.

Assessment

Evaluation of qualified applicants may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

Staff Members are subject to the authority of the Secretary-General and to assignment by the Secretary-General. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.