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## EUROPEAN SPACE AGENCY

### Vacancy in the Director General's Cabinet

The European Space Agency is an equal opportunity employer  
and encourages applications from women

**POST** Terminologist/Language Technologist in the English Translation, Editing and Languages Support Section, Translation Division, Director General's Cabinet.

This post is classified in the L2/L4 grade band of the Coordinated Organisations' salary scale.

**LOCATION** ESA Headquarters, Paris (France).

**DUTIES** Reporting to and under the supervision of the Head of the English Translation, Editing and Languages Support Section, the postholder will be responsible for:

- maintaining, improving and updating the ESA Termbase<sup>1</sup>, notably carrying out terminological research, extracting terminology from Agency documents and other reliable sources, and processing terminology input from ESA translators;
- providing terminological assistance and advice to ESA translators and other Agency staff, as required;
- assessing the day-to-day use of terminology and computer-assisted translation tools within the ESA Translation Division and advising on ways to maximise the benefits in terms of efficiency and translation quality deriving from them;
- developing use of the ESA Termbase beyond the ESA Translation Division with the aim of making it a widely used resource across the Agency;
- keeping abreast of trends and developments in the fields of terminology and computer-assisted translation, advising on the adoption and ensuring the efficient implementation of new systems, where appropriate.

In addition, the incumbent may be required, on occasion, to represent the Agency on terminological and language technology matters.

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<sup>1</sup> A multilingual terminology database covering most areas of ESA activity with entries principally in French, English and German, the three languages from and into which documents are generally translated at ESA.

## **QUALIFICATIONS**

Applicants for this post should be professional linguists with a university degree or degrees in one or more of the following: languages, translation, linguistics, terminology/lexicography. A strong focus on computer-assisted translation tools during those studies would be an advantage.

Native proficiency in English, French or German coupled with a good command of the other two languages. An ability to draft Termbase entries competently in all three languages is required.

Candidates will be assessed on the extent and relevance of their experience in terminology work and with computer-assisted translation tools, using industry-standard software packages.

Outstanding terminology research skills with great attention to detail. Good organisational skills combined with a natural grasp of computer applications and software. Strong communication skills, an ability to interface well with others and work in harmony with persons of different nationalities are also essential qualities.

The ability to grasp complex concepts in fields as varied as physics, engineering, astronomy, electronics, computing, space science, biology, finance, law and human resources.

## **CLOSING DATE**

The closing date for applications is **11 August 2014**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CV to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

The Agency may require applicants to undergo selection tests.

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**Under ESA Regulations, the age limit for recruitment is 55. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.**

**Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.**

**In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.**