

# Job Title: Translator in the French Translation Section

Req ID 8635 - Posted 14/01/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Director General's Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

### Post

#### Translator in the French Translation Section

This post is classified L2-L4 on the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Translator in the French Translation Section, Language Services and Minute-Writing Division, Director General's Services.

### Duties

Reporting to the Head of the French Translation Section, the postholder will:

- translate into French, mainly from English, a wide variety of texts relating to the Agency's work, with some emphasis on scientific and technical subjects but also including legal, financial and administrative matters;
- provide assistance and advice to other Agency departments on the appropriate use of French;
- contribute to the ongoing effort to reinforce the Section's CAT capability;
- contribute to the terminology research of the Division as a whole, by consulting the staff of other departments in order to solve problems of specialised terminology and cooperating with the Division's Terminologist/Language Technologist in preparing termbase input.

### Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Proficiency in the use of the Agency's information systems, tools and applications, including online services on the internet

Knowledge of the relevant Agency rules, processes and procedures

### Behavioural competencies

Teamwork

Communication

Continuous Learning

Self Motivation

Results Orientation

### Education

Applicants should have a Master's degree or equivalent qualification.

### Additional requirements

Applicants should have experience in professional translation, preferably in an international environment or in an industrial, scientific, or legal field relevant to the Agency's work, and some knowledge of scientific and/or technical subjects (such as

space science and technology, engineering, electronics or physics). Some familiarity with financial, legal and administrative fields would be an advantage.

They must demonstrate the ability to produce translations of high idiomatic quality from source texts of sometimes considerable complexity, and to do so accurately and quickly under pressure. Experience with the use of CAT tools and terminology databases is a pre-requisite. A keen team spirit and the ability to work in harmony with persons of different nationalities are essential.

The working languages of the Agency are English and French. A native knowledge of French and a thorough knowledge of English is required. A good knowledge of at least one other language is required. Competence in other languages relevant to the Agency's work would be an asset.

### **Other information**

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The Agency may require applicants to undergo selection tests.  
Candidates should supply a cover letter written in French.

**The closing date for applications is 11 February 2019.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.