

# Job Title: Translator/Editor in the English Translation, Editing & Support Section

Req ID 10376 - Posted 17/08/2020



## 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/Editor in the English Translation, Editing & Support Section

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

### Location

ESA Headquarters, Paris, France

### Description

Translator/Editor in the English Translation, Editing & Support Section, Language Services and Minute-Writing Division, Director General's Services.

### Duties

Reporting to the Head of the English Translation, Editing & Support Section, you will:

- translate into English principally from French & German a wide variety of texts relating to the Agency's work, with a particular emphasis on scientific, technical, legal, financial and administrative subjects;
- edit official ESA documents and correspondence and other key Agency texts and materials;
- advise ESA staff on the appropriate use of written English;
- contribute to ongoing efforts to reinforce the translation technology capabilities of the Division;
- contribute to ongoing Division-wide terminology efforts in cooperation with the Division's Terminologist/Language Technologist by providing input for ESA's multilingual termbase

As required, you may also be called upon to draft minutes of ESA official meetings.

### 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

## Additional requirements

You must have English as your native language, and a thorough knowledge and extensive practical experience of French and German. Knowledge of other languages of ESA member or partner states, especially Spanish, Italian or Russian, would be an asset.

You must be able to translate a wide range of often complex texts from French and German into English. The ability to translate from other languages, in particular Spanish, Italian or Russian, would also be an asset. You 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) together with a familiarity with financial, legal and administrative language and concepts.

You will be required to demonstrate an ability to produce translations of high idiomatic quality from source texts of sometimes considerable complexity, and to do so accurately and quickly under pressure. You should have up-to-date experience of translation technologies including, for example, familiarity with CAT tools and terminology databases.

You must be able to demonstrate a very strong ability to edit official ESA documents and other written materials often drafted by non-native users of English and to provide clear, precise, high quality advice on the correct use of written English.

You must be capable of following complex ESA official meetings, such as to be able, if required, to prepare the minutes of official meetings, recording in clear and concise English the decisions taken and salient points discussed.

A keen team spirit and the ability to work in harmony with persons of different nationalities are essential.

## 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 English.

**The closing date for applications is Monday, 28 September 2020.**

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.