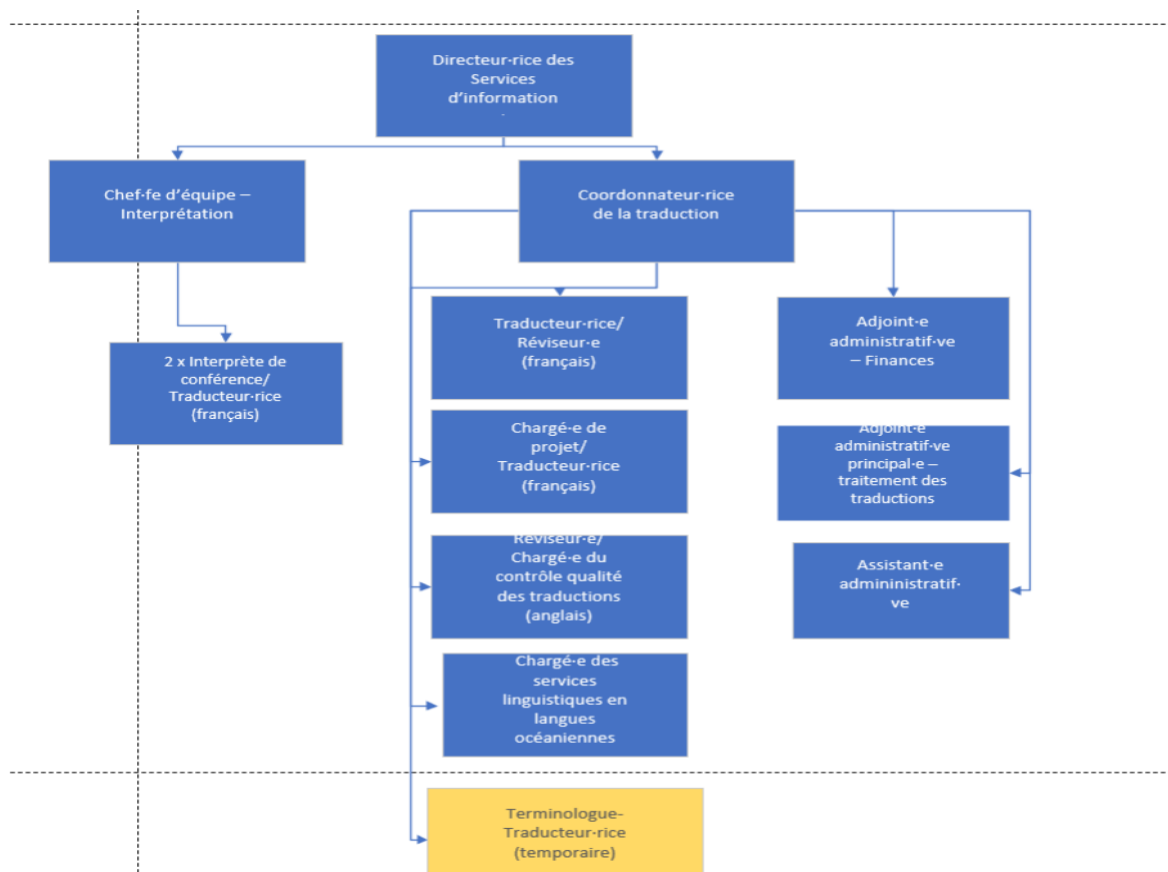




JOB DESCRIPTION

Job Title:	Conference Interpreter/Translator (English/French)
Work Unit:	Publishing, Translation-Interpretation and Library Section
Location:	Noumea
Reports to:	Interpretation Team leader/Conference interpreter
Responsible for:	0
Job Purpose:	To provide conference interpretation services in English and French, and translation services in English or French (depending on the job holder profile), to enable the SPC to operate as a bilingual organisation, in accordance with its mandate, to stimulate knowledge flows and for practical purposes. The job holder will have either English or French as an A language, i.e., first language.
Date:	December 2024

Organisational context:



Key Result Areas:

The position of Conference Interpreter/Translator (English/French) encompasses the following major functions or Key Result Areas:

The requirements in the above key result areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>CONFERENCE AND OTHER INTERPRETATION SERVICES 55%</p> <ul style="list-style-type: none"> • Provide simultaneous, consecutive or whispered interpretation services between English and French at SPC and partner/client conferences, meetings and other events in a wide range of technical, scientific, diplomatic, governance and other contexts at a wide range of Pacific venues, including at face-to-face, remote, and hybrid events • Abide by the principles of professional ethics and confidentiality • International travel to meeting venues, as required (potentially frequently) 	<ul style="list-style-type: none"> • Assignments are thoroughly prepared and reliably carried out • Message is accurately delivered • Clients and external partners are satisfied with the quality of services provided • Close cooperation is maintained with booth colleagues • Confidentiality is respected at all times
<p>COORDINATION OF INTERPRETATION SERVICES, IN SUPPORT TO THE INTERPRETATION TEAM LEADER 15%</p> <ul style="list-style-type: none"> • Act with considerable autonomy in organising teamwork and coordinating interpretation services with clients/conference organiser before and during regional and other meetings, as agreed with the Interpretation Team Leader. • Liaise with clients (internal/external), ICT and corporate services about interpretation requirements and logistics; gather any relevant documents for the team's preparation; coordinate team composition and schedule, including freelance interpreters as necessary; discuss working hours with conference organisers • Draft and circulate a team leader report after meetings. 	<ul style="list-style-type: none"> • Interpretation services for meetings are coordinated effectively. • Communication is appropriate and effective in relation to interpretation logistics and working conditions • Team members receive conference documents if/when available • Clients and/or conference participants are satisfied with the interpretation arrangements made for meetings • Team leader report is submitted
<p>TRANSLATION SERVICES 25%</p> <ul style="list-style-type: none"> • Exercise considerable autonomy in delivery of translation services: time management, meeting deadlines, terminological research • Produce translations in a wide range of technical and scientific publications, as well as general SPC materials which may be highly sensitive and complex – using approved translation software 	<ul style="list-style-type: none"> • Translations are fully researched, consistent and provided to deadline • Translation output appropriate expected of for a professional translator • Deadlines and workload are discussed with the Translation Coordinator/s, with reference to competing interpreting workload

<ul style="list-style-type: none"> • Work in close collaboration with colleagues to ensure consistency and quality • Maintain good general knowledge of SPC's areas of expertise through research and reading of specialised material • Produce self-revised translations on a regular basis • Revise colleagues' translations when necessary • Abide by the principles of professional ethics and confidentiality • Prioritise interpretation assignments over translation jobs, and communicate with the Translation Coordinator/s about priority interpretation work • Contribute to the professional development of retained interns, including revising and commenting on interns' work 	<ul style="list-style-type: none"> • Quality standards are maintained • Customer satisfaction is obtained • Confidentiality of all documents is ensured • Constructive contributions are made to intern placements
<p>TECHNOLOGIES and OTHER TASKS 5%</p> <ul style="list-style-type: none"> • Keep abreast of relevant computer assisted translation (CAT) technologies, and pursue relevant training to ensure CAT skills are updated • Maintain a pro-active interest in understanding relevant technologies that assist the delivery of remote, face-to-face and hybrid meetings (such as remote simultaneous interpretation (RSI) platforms, specialist hardware and other technologies) • Provide advice and updates to Interpretation Team Leader in relation to industry issues and practices, and any other relevant issues pertaining to interpretation and translation 	<ul style="list-style-type: none"> • Stays up to date on relevant RSI and CAT technologies (software and hardware), including evolving industry practice and experience.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- **Multitasking** required, which involves juggling between **translation, revision/self-revision, interpretation and team leader duties**
- **Complex intellectual challenges and processes** involved in both **translation** (decision-making in choosing appropriate formulation and terms in highly technical and sometimes binding diplomatic and strategic documents) and **interpretation** (concomitant intellectual processes involving listening, analysing, understanding and delivering the message simultaneously in the target language)
- **High level of accountability**: conference interpreters are solely accountable for their own output
- Impeccable **interpersonal skills, sense of diplomacy, appropriate communication, and knowledge of protocol** rules needed when working with high-level officials (Executive management, heads of state, etc.)
- **Excellent judgment**: translation of sometimes-unclear or unedited documents requiring research and knowledge of subject matter; problem-solving in the booth in working live with no safety net (including but not limited to choosing relevant lexis at the appropriate time); dealing frequently in both translation and interpretation with highly sensitive/confidential matters in compliance with professional confidentiality requirements.
- **Team leading** skills: autonomously engaging in and deliver assigned projects with rigour and professionalism, in response to specified brief, including effectively collaborating with team members and staff from other areas
- **Awareness, initiative and problem solving** skills: requires initiative and awareness of organisational contexts in engaging in work and in identifying and proposing solutions to problems

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Meeting organisers (international agency, government and partner agency representatives) • Meeting participants • Conference technician • Freelance interpreters 	<ul style="list-style-type: none"> • To discuss interpretation team needs and operation • To discuss technical matters • To coordinate meeting services when assigned as Team Leader
Internal <ul style="list-style-type: none"> • Section Head • INT Team Leader • Conference Services and IT staff • Interpretation clients and team members • SPC programme and section staff • Conference technician • Reviser 	<ul style="list-style-type: none"> • To address interpretation team needs and operation • To consult with interpretation and translation clients and resource persons • To coordinate meeting services when assigned as Team leader

Level of Delegation:

Routine Expenditure Budget: EUR 0

Budget Sign off Authority without requiring approval from direct supervisor: EUR 0

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Postgraduate degree in conference interpretation and/or translation from a recognised school or equivalent body of knowledge and experience 	<ul style="list-style-type: none"> • Masters' degree or equivalent • Other qualification relevant to SPC's areas of work

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 9 years of experience in professional conference interpreting and translation in an international organisation or the public service, or as a freelance interpreter/translator working mainly with international organisations • Languages: perfect written and spoken command of first language (English A or French A), high proficiency in spoken French/English, perfect understanding of written English and French • Management of interpretation teams during meetings • Broad general knowledge and thorough understanding of a wide range of technical and scientific subjects • Demonstrated ability to interpret and translate often highly technical material accurately; excellent vocabulary coupled with a keen sense of semantics; thorough understanding of syntax and style 	<ul style="list-style-type: none"> • Specialisation in a relevant scientific or technical area • Ten years or more of experience in translation and interpretation, given the range and complexity of SPC's areas of work

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Conference interpretation and translation skills; technical/professional advice on interpretation/translation requirements
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Advanced level	Translation technologies: CAT tools, translation memory software, terminology extraction tools, etc. Microsoft Office Suite; use of conference interpretation equipment; coordination of complex tasks and projects; information and problem analysis skills; structured writing and presentation skills
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Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- **Change and Innovation**
Embraces and actively contributes to change, demonstrates innovation and initiative, anticipates emerging issues and looks for ways to improve work practices.
- **Interpersonal Skills**
Actively shares information with appropriate people and where necessary, checks for understanding. Oral and written communications are clear, courteous and concise. Listens and respects the views of others.
- **Teamwork**
Actively cooperates and collaborates with others within own team and the wider organisation as appropriate to further common goals, and delivers on personal commitments.
- **Promotion of Equity and Equality**
Demonstrates attitudes and behaviours that value, respect and protect diversity. Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences.
- **Judgement**
Approaches a task/problem in a sensible way, identifies opportunities/anticipates problems and risks and is decisive. Gives sound advice. Seeks assistance if necessary.
- **Building Individual Capacity**
Seeks opportunities for continuous personal and professional growth and applies knowledge to the development of best practice in the workplace.

Personal Attributes

- Multi-tasking abilities
- Ability to adapt to challenging working conditions, anticipate and manage stress
- Personal interest in international development objectives
- Attention to detail, desire for accuracy
- Awareness of deadlines and priorities

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.