

**Position Title: Translator/Reviser (Interpreter), Beijing Country Office**

Network: none

**Appointment Type: Term**

Department / Division: **GSDTC**

Hiring Manager: **Jeannie Egan**

**Duties and Accountabilities:**

The General Services Department (GSD) provides a range of integrated services to support the Bank Group with a team of highly qualified professionals and contracted services. The GSD Translation and Interpretation Business Unit (GSDTI) is responsible for the provision of language services. GSDTI's aim is to provide high quality interpretation and translation, properly checked, proofread and formatted, in as fast a time as possible at reasonable cost. In addition, a major focus now is to retain and service a growing market base in the Bank's operations, in line with the institutionally approved Translation Framework. To do so GSDTI is developing capacity in translation hubs in a number of Country Office locations. It strives to deliver value-added services competitive with the marketplace, customer satisfaction, innovation, productivity and a quality service product.

The World Bank's Chinese Translation Team (GSDTC) handles requests for the translation of documents from English into Chinese, Chinese into English, as well as requests for the editing of Chinese language documents. The key functions of the Translator/Reviser (Interpreter) include:

**Duties and Accountabilities**

- Prepares translation of World Bank Group documents.
- Ensures completeness, accuracy and stylistic acceptability of translations produced.
- Conducts necessary research for each document being translated in order to ensure that the meaning is interpreted correctly and in full, and that appropriate specialized terminology is employed.
- May coordinate all aspects of the translation (including any revisions) of publications and documents that have to be split among several works, to ensure consistency of style and terminology in the final product.
- Revises his/her own translations and those of others in order to ensure that on return to requesters they are accurate, complete and stylistically appropriate.
- Participates in the preparation/maintenance of World Bank Glossaries to promote the use of correct terminology both within and outside the Bank Group.
- Undertakes translations, often of a sensitive or confidential nature and often on short notice, at high level Bank Group meetings.
- Tests and evaluates work of free-lance vendors, provides feedback on quality, production, turnaround.
- Audits quality level of a variety of documents.
- Responds to client complaints on a timely basis and determines corrective action necessary to prevent recurrences.
- May on occasion provide interpretation for Bank clients.

**Skills**

- Authoritative mastery of text translation/revision techniques, practices and theories.
- Ability to choose the most appropriate terminology to meet the needs of the subject matter.
- Proficient in the use of relevant software packages, e.g., WORD, EXCEL, Lotus Notes, etc

- Ability to assess the quality of translation by others, providing feedback on accuracy, quality, style.
- Ability to express ideas cogently and efficiently in target language.
- Basic proficiency in use of available technology and relevant software, including voice recognition, machine referencing, machine editing and glossaries, machine memory tools, machine and computers translations and translation software programs.

#### **Selection Criteria**

- Chinese as Native language / mother tongue and excellent verbal and written communication skills.
- Excellent comprehension of English.
- Degree in translation or degree/superior working knowledge in the field of international development (or equivalent combination of education and experience).
- The equivalent of at least five years' experience (in-house and/or freelance) as a self-revising translator.
- Proficiency in the use of relevant standard software packages, e.g. Word, Excel, PowerPoint, Lotus Notes, etc.
- Familiarity with translation memory and translation aid tools.
- Proficiency in the use of web-based terminology and reference tools.
- Ability to work under occasionally very tight deadlines.
- Ability to deal sensitively in multi-cultural environments and build effective working relationships.

We are also seeking additional specialized qualifications which should be highlighted in the application:

- Degree and/or experience and specialized skills in Finance and Economics.
- Experience editing Chinese documents.
- Training and experience in interpretation.