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Directorate for General

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Personnel Division•••

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OFFICE CIRCULAR

Subject:

Reviser/Principal Translator (Grade L4) in charge of the Japanese Section,
Translation Division, Directorate for General Administration and Personnel

Closing date for applications:

The closing date for applications is six weeks after the date of publication

Duties :

- Under the general supervision of the Head of Division or her Deputy:
- 1. • Manage and supervise the activities of the Section and maintain contacts with the Japanese Delegation concerning the programme of work.
- 2. • Translate into Japanese the most urgent and important English or French texts. Revise the Japanese drafts prepared by a Senior Translator (Grade L3) and ensure that they are an accurate rendering of the original English or French texts and are written in the appropriate Japanese style.
- 3. • Monitor developments in terminology and ensure that the necessary reference material is kept up to date.

Principal qualifications:

- 1. • Advanced university degree or equivalent qualification. Sound knowledge of one or more OECD subject areas.
- 2. • Lengthy experience of translating and/or revising, preferably in an international organisation.
- 3. • Ability to write clear and concise Japanese, excellent knowledge of English and French.
- 4. • Ability to exercise authority and take initiative.
- 5. • Knowledge of word processing would be an advantage.
- Shortlisted candidates will be required to take a written test.

END-OF-TEXT