



Issued on:

Deadline For Application:

**POSITION TITLE:** Associate Professional Officer (Translator/Interpreter - Chinese)( **CPA-APO-02**)

**TYPE OF CONTRACT:** Fixed Term: 1 year (extendable)

**DUTY STATION:** Rome, HQ

**ORGANIZATIONAL UNIT:** Meeting Programming and Documentation Service, **CPAM**  
Conference, Council and Protocol Affairs Division, **CPA**

**DURATION:**

**POST NUMBER:**

*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

### Organizational Setting

The Conference, Council and Protocol Affairs Division (CPA) is responsible for providing liaison between the Organization and its Membership on Governing Body, as well as conference and protocol services. The Meeting Programming and Documentation Service provides language services (translation and interpretation) to all official meetings of the Organization.

### Reporting Lines

The Associate Professional Officer will report to the Senior Reviser, Chinese Translation Group.

### Technical Focus

Translation of documents pertaining to governance matters and interpretation during official meetings.

### Key Functions

- Translates from English into Chinese (and from Chinese into English) a wide variety of documents (including meeting documents, technical papers and studies, as well as official correspondence) in such a way that the translated text is, in meaning and style and effectiveness, equivalent to the original version, almost always working against tight deadlines;
- Contributes to the linguistic research of the Group; consults all available data base and reference material or contact subject matter specialists to resolve problems of technical terminology;
- Supports the further development of the terminological data base of the Organization by identifying new terms, and proposing related translation;
- Interprets simultaneously into Chinese and, as required, into English from Chinese;
- Performs other related duties, as required

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced University degree either in Linguistic Studies, Law, Economics, Science or Agriculture, with specialization in languages, and/or translators' diploma from a recognized University
- Three years of relevant experience in translation work
- Excellent knowledge of Chinese and working knowledge of English

### FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical Skills

- Demonstrated ability to produce translated texts of idiomatic quality from meeting documents and technical material
- Extensive vocabulary and keen sense of semantics coupled with an excellent knowledge of syntax and stylistics in Chinese
- Depth of knowledge of English
- Extent of knowledge of technical terminology relating to one or more fields or subject matters of the Organization
- Extent of experience using modern translation tools
- Experience in interpretation
- Willingness to work in a team environment and work long hours when needed

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.*

## ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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## HOW TO APPLY

To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from recruitment portal at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**