



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2222 DEADLINE FOR APPLICATION: 23 December 2022				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Linguist (Arabic principal language)	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Linguistic Services and Publishing (LSP) Section, Linguistic, Conference and Common Services (LCC) Governance Services Department			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES Under the direct supervision of the Chief, Linguistic Services and Publishing Section (C/LSP), and the overall supervision of the Director, Linguistic, Conference and Common Services Division (D/LCC), the incumbent will perform the following duties: (a) Translate on a self-revised basis and revise administrative, legal, scientific and technical texts, session documents, outreach materials, correspondence and other types of documents or publications from English into Arabic and, if required, from Arabic into English, meeting the required quality and productivity standards and within the established deadlines. Post-edit machine-translated texts; (b) Following the master edition of manuscript, edit and prepare in conformity with WMO editorial policy and style a wide range of manuscripts for publication in Arabic; (c) Perform quality check of external translations giving feedback for improving their quality; (d) Counsel and assist external translators and interns helping them improve the quality of their translations in line with WMO style and usage requirements; (e) Consult all relevant sources of reference and information, experts or other stakeholders as required, carrying out any research as necessary; (f) Draft detailed responses for experts or constituent bodies in cases where the quality, timeliness or accuracy of Arabic translations submitted is challenged; (g) Carry out terminological research and contribute/validate terminology for WMO terminological database; (h) Serve as team-leader of teams of freelance translators during WMO constituent body sessions; (i) Contribute to the enhancement of the in-house computer-assisted translation tools and introduction of innovations in the multilingual processing; (j) Assess tests organized for the roster of freelance translators; (k) Consult C/LSP and GS senior management on matters related to Arabic language; (l) Carry out other relevant duties, as required.			QUALIFICATIONS Education Master's degree or equivalent in linguistics (languages, translation, interpretation or a similar field). Bachelor's degree can be accepted in conjunction with relevant work experience. Additional training/education in a scientific field closely related to WMO work would be an asset. Experience At least seven years of experience in translating, editing, post-editing and/or revising and working in multilingual production in a governmental or an international organization, or a large-scale private company, of which three years of experience at the international level, preferably acquired in an international organization belonging to the UN Common System. Proven experience in editing, translating at self-revised level and revising scientific material and proven ability to comply with the highest production standards. Proven experience in the use of computer-assisted translation tools and machine translation. Thorough knowledge of publishing techniques and software. Knowledge of meteorology, hydrology or related scientific disciplines is an advantage. Having passed the UN competitive examination for language professionals (translators, editors or interpreters) in Arabic is considered as an asset. Other requirements Computer literacy (MS Office 365 Word, Excel, PowerPoint, SharePoint/Teams; Computer-Assisted Translation and Terminology tools; online reference and terminology research tools, etc.). Familiarity with the working methods employed for the preparation of documents for international conferences and meetings. Ability to work under pressure as a sole Arabic in-house linguist, whilst keeping the quality and productivity criteria at the highest level, due account being taken of the difficulty of the text and specified deadline; ability to shift attention rapidly from one job to another; ability to understand clearly the overall purpose of published material, and to attend accurately to all details. Sense of responsibility, flexibility, maturity of judgement, initiative, originality of ideas and ability to work independently and in a team. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Arabic as a principal language. Excellent knowledge of English. Working knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	
The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.				

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 75602

Annual post adjustment on initial salary is: US\$ 57155 (in addition to the net base salary)

Additional Information:

Only applicants in whom WMO has a further interest will be contacted.

Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 25 November 2022