



Job Description

Internship - Spanish Translation Section -(TAL-MTCD20180924-001)

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2018-09-27, 7:43:05 AM

Closing Date 2018-10-25, 11:59:00 PM

Duration in Months: 0

Contract Type: Interns

Duration

Multiple internships for a period of 3 to 12 months, target starting date in March 2019.

Internships

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

- To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United Nations as a whole;
- To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.

The duration of an internship is normally not less than three months and not more than one year.

Organizational Setting

The Department of Management (MT) provides a 'platform of services' that serves as a foundation for the successful delivery of the IAEA's scientific and technical programmes. Its mission statement is as follows: "MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose". Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment and ensures that all required documents are translated and distributed on a timely basis to Member States.

One of the main functions assigned to the IAEA by its Statute is to foster the exchange of scientific and technical information and the dissemination of knowledge in the nuclear field among Member States. To facilitate the effective exchange and dissemination of information relevant to the IAEA's work and mandate, the Division of Conference and Document Services coordinates and supports the implementation of these activities for its users and clients, both internal and external, by organizing meetings and conferences, issuing documents in the six official IAEA languages, i.e. Arabic, Chinese, English, French, Russian and Spanish, and editing, printing and distributing publications.

The Spanish Translation Section is one of six Translation Sections in the Division providing translations of a broad range of documents and publications into the official languages. It is responsible for translating documents into Spanish. High quality translations are required and often short deadlines have to be met.

Main Purpose

As a member of a team led by the Section Head, the intern is introduced to the workings of the Section by translating certain types of texts covering some aspects of the IAEA's activities. He/she will improve his/her analytical and linguistic skills in translation.

Functions / Key Results Expected

- Translate from English into Spanish certain types of texts to be revised by more experienced colleagues and revisers.
- Conduct analysis of the jobs done in order to better understand the needs of translation at the IAEA.
- Participate, together with experienced colleagues and revisers, in terminology research, thus acquiring knowledge of terminological aspects of the translation work at the IAEA.
- Align documents and publications in Trados Studio.
- Perform other duties as required.

Qualifications and Experience

- University degree in Translation or a related field required, with Spanish as native tongue (L1) and / or target language.

Applicant Eligibility

- Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
- Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
- Candidates must not have previously participated in the IAEA's internship programme.
- Excellent written and spoken English and Spanish essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.
- Candidates must attach two signed letters of recommendation to their application.