## Vacancy Notice

**Post Title:** Translator (Russian)  
**Duty Station:** Madrid, Spain  
**Grade of the Post:** P.2  
**Date of Entry into Duty:** As soon as possible  
**Vacancy Reference:** UNWTO/HHRR/VAC/25/COSE/2020  
**Duration of Appointment:** Two years  
**Department:** (Language Services) Conference Services Department  
**Deadline for Applications:** 23 December 2020

### DUTIES AND RESPONSIBILITIES

The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UNWTO is currently looking for a **Translator (Russian)** for its **Language Services**, which is part of its **Conference Services Department**. The **Language Services** are responsible for providing translation from and into any of the five official languages of the Organization, namely Arabic, English, French, Russian and Spanish. They are also responsible for providing interpretation services to the General Assembly, the Executive Council, the Programme and Budget Committee, and upon request, to any other meeting organized by the Organization.

Under the supervision of the Chief, Language Services, the incumbent performs the following duties:

1. Assists in producing accurate translations of written and/or oral statements, media articles and other documents into Russian, mainly from English, and occasionally from Spanish or French;
2. Attends meetings as part of a team, takes notes either directly from statements delivered in the Russian language or from the interpretation and subsequently uses notes to produce draft summary records, subject to revision;
3. Provides interpretation support for internal and external meetings;
4.Consults and coordinates with other members of personnel in the department, to assure conformity and consistency with UNWTO practices and internal protocols;
5. Provides advice to other members of personnel in the department on matters concerning translation policy and practice and assists them in the preparation of translations, consults with relevant departments, carries out research to clarify ambiguities and rectify substantive errors;
6. Assists in establishing accurate terminology in the Russian language and feeding/updating/maintaining the multilingual database of the Organization (TourisTerm, based on Webterm);
7. Performs other duties as required.

REQUIREMENTS

Academic
- A first-level university degree in languages or translation, or a related field;

Experience and Basic Competencies
- A minimum of two years of progressively responsible experience as a translator, preferably in an intergovernmental organization;
- Excellent drafting style in Russian;
- Sound knowledge of editorial and terminology work;
- Interest in keeping abreast of the evolution of the profession and in making use of the new technologies in the field of translation;
- Communication skills;
- Accountability;
- Planning and organizing;
- Teamwork;
- Creativity;
- Technological awareness;
- Commitment to continuous learning.

Languages
- Russian mother tongue or language of education;
- Fluency in English;
- Good working knowledge of one of other official languages of the Organization (Arabic, French or Spanish) is an asset.

Computer Skills
- Computer literacy in Microsoft Office software and Windows 10;
- Familiarity with the use of the Internet for research in connection with translation;
- Familiarity with computer-assisted translation tools.

Other Skills and Competencies
- Promotes tourism for the benefit of people and planet;
- Integrity;
- Professionalism;
- Respect for diversity;
- Previous experience in the United Nations or another international organization would be a strong asset.

Remuneration
The total annual salary of USD 64,610 consists of a net annual salary of USD 47,895 (net of taxes and before medical insurance and pension fund deductions) and an annual post adjustment of USD 16,715. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN common system for salaries and allowances. The figure quoted for the post adjustment, is based on the November 2020 rate of 34.9%.

Other conditions
The initial grade and step on appointment will be determined by the Secretary-General on the basis of qualifications and in the light of previous similar appointments and could be at a grade different from that shown above. Appointments are normally at step 1 of the grade. The Secretary-General reserves the right to appoint a candidate at a lower level than the advertised level of the post.

If, following consideration of applications, the Secretary-General proceeds to fill this vacancy, a fixed-term appointment for a period of two years – subject to a four-
month probationary period – will be offered. There is, however, no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.

**Application Procedure**

Interested applicants are requested to complete the [Online UNWTO Personal History Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- In filling vacancies, due regard will be paid towards maintaining a staff selected on a wide and equitable geographical basis. Candidates of all nationalities are welcome to apply; under similar circumstances, preference will be given to nationals of UNWTO Member States. Women candidates and nationals from non-represented Member States in the UNWTO Secretariat are encouraged to apply;
- Short-listed candidates may be asked to take a competitive exam as part of the final phase of the selection process. These candidates will be contacted directly for this purpose.