

	<p>NORTH ATLANTIC TREATY ORGANIZATION ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD</p> <p>NATO DEFENSE COLLEGE COLLEGE DE DEFENSE DE L'OTAN</p>	
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Post Number: DFC AOL 0210

Location: NATO Defense College, Rome, Italy

Division: Academic Operations Division, Linguistic Service

Title: Senior Interpreter

Grade: LI-3

1. Description of duties

The Senior Interpreter reports directly to Chief Linguistic Service/Principal Interpreter-Reviser and is responsible for:

- Providing simultaneous or consecutive interpretation between English and French, and Italian as required, for lectures, briefings and discussions and during instructional tours and visits;
- Translating, revising and editing documents (in mother tongue, English or French);
- Acting as language assessor on Selection Boards for civilian personnel.
- Undertaking other duties as directed.

2. Essential qualifications

- a. Professional/Experience: Several years' experience as a conference interpreter and as a translator, particularly in academic and defence fields. Excellent drafting skills.
- b. Education/Training: Very good general education up to university level.
- c. Security Clearance: NATO Secret
- d. Language: Mandatory English and French SLP 5555 (STANAG 6001, 4th edition).
- e. Standard Automated Data Processing (ADP) Knowledge
 - Word Processing: working knowledge
 - Spreadsheet: basic knowledge

- Graphics presentation: basic knowledge
- Database: basic knowledge

3. Desirable qualifications

- a. Professional/Experience: Experience in NATO or other international organisation primarily dealing with security issues. Broad understanding of defence and international affairs. Professional experience in defence/academic fields.
- b. Education/Training: Good knowledge of Microsoft Office Application Suite.
- c. Language: Italian is desirable. Any other language might be an asset.

4. Personal Attributes

The incumbent must have a keen sense of responsibility. Flexibility, tact and discretion are also essential qualities. He/she must have a high degree of competence in performing as an interpreter, translator and/or editor, even under pressure. Good team-working abilities are essential.

5. Managerial Responsibilities

N/A

6. Professional Contacts

With the College Faculty and with members of the linguistic profession at large.

7. Contribution to the Objectives

Providing interpretation services in support of the College Mission.

8. Work Environment: Office/Interpretation booth.

9. Contract

Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a two year initial contract which may be followed by a further contract.

10. Deadline for applications: FRIDAY, 28 SEPTEMBER 2012 (1700hrs Rome local time).

Applications from qualified candidates, indicating the job title and staff vacancy number, MUST be submitted using the official NDC application form available at www.ndc.nato.int/download/forms/applicationformndc.doc

Application form and supporting documents must be compressed in one single Zip file (file such as .rar or 7z will be rejected) named with the applicant's surname only (e.g. smith.zip) and sent via email to: Recruitment@ndc.nato.int

Applications submitted after the date limit may be considered provided they arrive in time for the candidates to be considered for the interview.

Applications from NATO redundant staff members of the same grade will be considered according to the terms of art. 57.2, Chapter XII to NATO Civilian Personnel Regulations.

For further information please contact the Human Resources Manager by mail: Recruitment@ndc.nato.int or by telephone: +39 06 50 525 304.

Please note that we accept applications electronically without a photograph and without a signature at this stage in the process.

Please note that we can only accept applications from nationals of NATO member countries.

Applications from candidates who do not meet the essential qualifications will not be taken into consideration and will receive no reply.