



OIG/ADM-FN/04/2019/ 001740

Jeddah 18 APR 2019

The General Secretariat of the Organization of Islamic Cooperation presents its compliments to all OIC Member States, and has the honor to inform that it intends to fill the vacant post of Translator/Interpreter at the Conference Department of the General Secretariat in Jeddah.

The General Secretariat has the honor to enclose herewith the announcement and the job description as well as the benefits relating to the afore-mentioned post. The deadline for the submission of candidatures is 31 May 2019.

The OIC General Secretariat avails itself of this opportunity to renew to all OIC Member States the assurances of its highest consideration.



 **To: All Member States of OIC**



**GENERAL SECRETARIAT OF THE
ORGANIZATION OF ISLAMIC COOPERATION
(OIC)**

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: May 31, 2019

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|----------------------------|---|
| JOB TITLE | Translator/Interpreter (Arabic, English & French) |
| AREA OF ACTIVITY | Conference Department |
| DUTY STATION | General Secretariat, Jeddah- Kingdom of Saudi Arabia |
| CATEGORY/ GRADE | Professional Category (P2 & P3) |
| REMUNERATION | Minimum Basic salary US\$. 3.300.00 in addition to other allowances and payments as stated in the OIC Personnel Regulations |

He is responsible to perform all tasks related to translation/ interpretation daily and during the meetings and conferences of the General Secretariat, as well as, any request from his superior

JOB DESCRIPTION

1. To perform all tasks required within his area of expertise as required by work exigencies and the directives of the Secretary-General, the conferences Department Director, and the Translation Coordinator.
2. To translate, proof-read, edit, and/or revise OIC documents from or into the successful candidate's Languages B and/or C to his/her language A.
3. To interpret through simultaneous interpretation in the booth, or consecutive/whispered interpretation OIC oral statements and documents from or into the successful candidates languages B and/or C to his/her language A.
4. To review OIC and other documents in order to prepare for translation/interpretation at meetings and conferences.
5. To coordinate shared translation/interpretation tasks with OIC colleagues from within and outside the Conferences Department, Translation Coordinators, and Interpretation Team Leaders.

COMPETENCIES:

1. Note-taking and fast typing skills
2. Skillful use and operation of software, including Microsoft Windows, Office, and word processing applications.
3. Knowledge of the Internet and Internet search engines, terminology, and lexical compilation, language databases and electronic dictionaries.
4. Proficient knowledge of Information and Communication Technologies (ICT): skilled use and knowledge of conference interpreting equipment, computers, and modern office machines, etc
5. Dedication, efficiency, honesty, professional and personal integrity.
6. Sense of responsibility and commitment to the OIC and its goals and programs.
7. Good communication and negotiation skills.
8. Ability to travel at any time to any requested mission.
9. Ability to integrate in international, multi-linguistic and multicultural environment.
10. Strong desire to pursue a career at the OIC General Secretariat, personal and professional commitment to the missions and visions of the organization.
11. Good general knowledge in political, economical, financial, legal, social and cultural subjects to assist him in interpreting and translating.
12. Ability to implement his work efficiently and effectively.
13. Ability to work under pressure.

EDUCATION

Possess University/College degree in languages and translation related sciences or equivalent degree from a highly reputable university or from an institution of equivalent status.

WORK EXPERIENCE

At least 4 years of progressively responsible experience in the field of translation and interpretation gained preferably within the foreign services of the member states or at intergovernmental organizations.

LANGUAGES

Professional fluency in (reading, writing and speaking) of at least two of the working languages of the OIC, which are English, Arabic and French (preferable three languages)

GENERAL REQUIREMENTS

- To be a national of an OIC Member States.
- To be below 45 years of age.
- To be free of diseases and infirmities that may hinder the exercise of his/her duties
- To be nominated by his/her country or his/her country should provide no objection letter for the appointment (after selection process).

GENERAL TERMS

- Ensure the availability of the fundamental personal information e.g. date of birth, country of residence, marital status, number of children.
- Only shortlisted candidates will be contacted.
- Applications received after the deadline will not be accepted.

HOW TO APPLY

Application letter along with the CV to be sent to:

Directorate of Cabinet

OIC General Secretariat

P.O. Box 178, Jeddah 21411,

Kingdom of Saudi Arabia

Fax: +00966(12)6512288

Email: vacancy@oic-oci.org