

Request for Posting an Internship Vacancy

Bureau / Department Unit / Service:	SG/C&P/LING-C
Length of internship (Duration: min 1 month, max 3 to 6 months): 6 months	
From: June 2017	To: November 2017
Duration of advertisement (min 2 weeks):	In accordance with ITU's Agreement with CSC

Duties/Responsibilities / TITLE of the Internship

Junior Translation/terminology Officer

Under the supervision of the Head, Chinese translation section, the incumbent will:

- Assist in preparation translation packages for outsourcing by using computer-assisted-translation (CAT) and terminology tools, including providing relevant terminology and references.
- Proofread completed outsourced jobs, and perform any other related quality control tasks as necessary.
- Participate in the terminology work in collaboration with STRAIT (Terminology, References and Computer Aids to Translation Section) by incorporating terms from the Chinese database into the LogiTerm Client.
- Validate alignments and perform other tasks related to CAT tools under the guidance of the terminologist.
- Assist in select translation from English into Chinese, to be revised by the Head or revisers.
- Provide in-house translators and revisers with further references and/or any assistance as needed.
- Perform other related duties as required (esp. during ITU-D SG meetings and WTDC-17), such as register and follow up all texts; enter data in the document processing system (DPS); distribute work to translators; send completed work to recipients.
- Perform other additional tasks as required.

Education

- First-level university degree in modern languages, linguistics, translation, telecommunication or related disciplines.
- Experiences in translation, editing and/or in the use of CAT tools would be an advantage.

Language requirements


- Mother-tongue level of Chinese and excellent knowledge of English. Good knowledge of French or of one other official language of ITU would be an advantage.

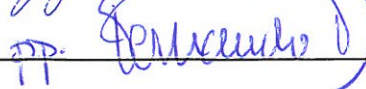
Competencies

- Ability to learn and adapt quickly to the working environment
- Effective Communication, team spirit, and respect for ethics, values and cultural differences
- Ability to work independently, under pressure and to shift priorities
- Experience of the use of computer applications
- Knowledge of the subject matter dealt with by ITU

Additional comments

Please refer to ITU's Agreement with China Scholarship Council (CSC)

Date: 15-11-2016 Signature/Supervisor 

Date: _____ Signature/Chief of Department 

Date: _____ Signature/ Director of Bureau (if applicable) _____

Validation/Verification by HR : YES: ☐ / NO: ☐ COMMENTS: _____

Date: _____ Signature/ Deputy Secretary General _____