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<b>POSITION TITLE:</b>	<b>Senior Interpreter (Head of Interpretation Group)</b>	<b>GRADE LEVEL:</b>	<b>P5</b>
		<b>DUTY STATION:</b>	<b>Rome, Italy</b>
<b>ORGANIZATIONAL UNIT:</b>	Meeting Programming and Documentation Service, CPAM	<b>DURATION:</b>	<b>Fixed term: two years</b>
	Conference, Council and Protocol Affairs Division, CPA	<b>POST NUMBER:</b>	<b>1073974</b>
		<b>CCOG CODE:</b>	<b>1006</b>

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**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

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### Organizational Setting

The Meeting Programming and Documentation Service (CPAM) is responsible for meeting scheduling and programming, and for the provision of interpretation, translation, terminology and printing services.

The position is located in the Interpretation Group and is responsible for the supervision of all staff in the Group.

### Reporting Lines

The Senior Interpreter reports to the Chief, Meeting Programming and Documentation Service.

### Technical Focus

Provision of interpretation to service the Organization's meetings.

### Key Results

The planning and management of interpretation service at Headquarters and in the field.

### Key Functions

- plans, schedules and organizes all interpretation services at Headquarters and in the field;
- develops the biennial Business Plan of the Interpretation Group and manages efficiently its financial resources and provides regular reports on the use of staff and financial resources;
- provides advice to users on the scheduling of FAO meetings, taking into account the schedule of meetings of other UN agencies, in particular the Rome-based agencies and with a view to ensure the most cost-efficient planning;
- promotes the implementation of FAO's language policy;
- provides managerial and technical supervision of the work programme of free-lance/staff interpreters and support group including selection, recruitment, training, assignment of specific functions and evaluation of performance;
- ensures maintenance and continuous updating of a world-wide roster of freelance interpreters, in consultation with staff interpreters and other reliable sources (academia, counterparts in other international organizations, FAO Decentralized Offices);
- supervises the development and updating of glossaries used for meetings at Headquarters and in the field, ensuring dissemination of these glossaries;
- advises on the selection and use of simultaneous interpretation equipment, both at Headquarters and in the field, ensuring its conformity with ISO standards;
- represents the Organization at inter-agency meetings dealing with issues regarding interpretation;
- interprets simultaneously and consecutively from two of the Organization's languages into two others, in particular at high level meetings;
- performs other duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Modern Languages with specialisation in interpretation
- Ten years of relevant experience in simultaneous/consecutive interpretation, including at least three years in the planning and organization of interpretation services and in their financial management
- Excellent knowledge of two of the following: Arabic, Chinese, English, French, Russian or Spanish and good working knowledge of a third

### Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Extent of experience in planning and management of interpretation services in an international and multilingual environment
- Ability to interpret consecutively and simultaneously at high level policy meetings
- Familiarity with administrative and technical issues of interpretation services in the UN System is considered a strong asset

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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### ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments.
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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### HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**