



## TRANSLATOR

**Title:** TRANSLATOR

**Reports To:** Diplomat in charge of Translation team

**Direct Reports:** none

**Location:** New York

**Travel Percentage:** 0-5%

The Permanent Mission of the UAE has been an integral part of the UN community since the founding of the UAE in 1971. The Mission contributes to the important work of the United Nations at all levels.

### Job Summary

The translator makes critical contributions to the UAE's Mission by effectively translating and writing drafts, analyses, and other documents. The translator advises internal staff on translation issues, word choice, and appropriate language.

### Key Responsibilities

#### **Translating:**

- Responsible for the translation and localization from Arabic to English and from English to Arabic of statements, resolutions, committees' reports, social media, and other communications as needed and requested by the Mission.
- Makes appropriate word, grammar and language choices by demonstrating proficient knowledge of the diplomatic language and of the Mission intent.
- Uses appropriate judgment to adjust translation based on the type of documents – e.g. a speech would read differently than a memo or a tweet.
- Use appropriate level of formality in both languages to reflect the formal nature of work.

#### **Drafting:**

- Responsible for writing official letters in Arabic to be sent to UAE officials on necessary matters, and for writing official letters in English to be sent to UN, Permanent Missions, other UN agencies, and various private sector, as necessary.
- Responsible for summarizing pages into paragraphs while maintain key points.

#### **Internal Resource:**

- Assists all Diplomats or other experts with translation/ writing needs as requested.
- Use strong research skills to “go the extra mile” to research official titles, idioms, metaphors, etc.



Other:

- Adheres to all Mission policies.
- Keeps all materials and information highly confidential.

### **Competencies**

- Excellent to expert level written communication skills
- Fair knowledge in Microsoft, Adobe, and other IT products
- Flexibility to adopt to the preferred language within the Standard Arabic used in the UAE and the Gulf region as a whole

### **Education and Experience**

- Bachelor's degree in Translation or a related field.
- (5) Experience in Arabic-English translation, interpretation, localization, or related fields
- Strong understanding of the issues related to the Middle East, the UAE, and the agenda of the United Nations is a plus.

**Successful candidates will be invited to take a pre-employment assessment.**

Please submit your resume to the HR department at: [nyunprm.hr@mofaic.gov.ae](mailto:nyunprm.hr@mofaic.gov.ae)