



International Oil Pollution  
Compensation Funds

Fonds internationaux  
d'indemnisation pour les  
dommages dus à la pollution  
par les hydrocarbures

Fondos internacionales  
de indemnización de daños  
debidos a contaminación por  
hidrocarburos

Our ref: STA/2/22

11 May 2022

### VACANCY NOTICE N° STA/2/22

**FROM:** The Director  
International Oil Pollution Compensation Fund, 1992

**SUBJECT:** **Vacancy N° STA/2/22**  
Associate Editor (French)  
External Relations and Conference Department

**GRADE:** G.6 (£2 897.17 per month, exempt of UK income tax)

**NATURE OF APPOINTMENT:** Short-term assignment for three months to cover maternity leave, with the possibility of extension based on requirements and performance. However, there should be no expectation of extension or conversion to any other type of appointment.

The International Oil Pollution Compensation Funds (IOPC Funds) are two intergovernmental organisations (1992 Fund and the Supplementary Fund) which provide compensation for pollution damage resulting from oil spills from tankers. At present, 120 countries belong to the 1992 Fund. The IOPC Funds are administered by a joint Secretariat, based in London, with 24 staff members.

The temporary position of Associate Editor (French), External Relations and Conference Department, in the Secretariat of the IOPC Funds is to be filled as soon as possible. Recruitment under this vacancy is limited to local status only<sup><1></sup>.

To apply, please submit a completed 1992 Fund Personal History Form and cover letter by email to the IOPC Funds' Secretariat by 8 June 2022.

Candidates from 1992 Fund Member States only will be considered. A copy of the 1992 Fund Personal History Form and the list of 1992 Fund Member States can be found on the Funds' website ([www.iopcfunds.org](http://www.iopcfunds.org)).

---

<sup><1></sup> Local status requires unhindered and complete eligibility to live and work in the United Kingdom.

## **A MAIN DUTIES AND RESPONSIBILITIES**

Within the External Relations and Conference Department, the Associate Editor (French) will be assigned the following responsibilities under the guidance of the Translation Coordinator:

### **1. Editing of French documents**

To be responsible for the editing process of assigned meeting documents, publications, and other texts following their translation into French, including:

- proofreading documents and publications, verifying against the original source texts to ensure accuracy, consistency and closeness to the original spirit, style and nuance using all available specialised resources and references for linguistic searches, with specific attention to correct grammar, syntax, spelling and punctuation;
- inserting corrections, texts, tables, graphs, images, etc., formatting and finalising print-ready versions in line with the Funds' style and presentation standards;
- for completion of all the above, consulting with authors and/or departments to obtain clarification and background information;
- when required, translating texts or part of texts from English to French.

### **2. Document management**

To prepare texts for translation and track the status and progress of translations, in particular:

- Prior to allocating documents to external translators, to conduct an analysis of documents, research references and background information, and liaise with designated translators to ensure mutual understanding of requirements, deadlines, etc.
- To select the most suitable translator in view of the type of document/publication and technical knowledge required, in consultation with the Translation Coordinator.

### **3. Terminology and tools**

To proactively contribute to the development of the translation services, namely:

- to conduct terminological research with particular attention to technical terms and subjects where terminology is yet to be established and recommend action towards the development and updating of wide-ranging glossaries and reference resources;
- to further promote the use of IT, in particular for the implementation of Trados translation software and/or other CAT tools within the Secretariat and with external translators; and to maintain translation memories to ensure they are up-to-date.

### **4. Additional responsibilities**

- To contribute to the maintenance and updating of a database of French and English translation, including electronic filing and information on costs.
- Under the guidance of the Translation Coordinator, to deal with contracts for external translators in line with accepted practices of the Funds, including fees, and to liaise with them during meetings.
- To proactively establish and maintain a network of French and English translators and make recommendations to the Translation Coordinator and/or the Head of Department.

### **5. Miscellaneous**

- Perform other related responsibilities, including backstopping for others within the department.

**B**      **REQUIRED QUALIFICATIONS**

- Completion of secondary education complemented by a diploma in linguistics and/or translation plus some five years' experience in similar positions.
- Degree in translation an asset.
- Advanced knowledge of French (mother-tongue) with an excellent working knowledge of English.
- Working knowledge of Spanish.
- Proficiency in MS Office, including knowledge/experience of translation software (Trados, etc.), database management.

**C**      **REQUIRED COMPETENCIES**

- Ability to identify, analyse and prioritise assignments and resolve issues independently.
- Willingness to learn from others, ability to work in a multi-cultural environment, working transparently, building trust and confidence with colleagues.
- Ability to work under pressure, monitor and adjust to demands.
- Demonstrate professional competence and mastery of subject matter.
- Ability to research information from a variety of sources.
- Communicate in a credible and effective way with tact, diplomacy, and discretion.
- Demonstrate openness in sharing information and keeping people informed.
- Work collaboratively with others to achieve results.

**D**      **APPLICATIONS**

For your application to be considered, you must submit a completed 1992 Fund Personal History Form (available from our website [www.iopcfunds.org](http://www.iopcfunds.org)) which must be accompanied by a cover letter stating your reasons for applying and any experience you have relevant to the post.

Applications should be sent electronically to the following email address: [recruitment@iopcfunds.org](mailto:recruitment@iopcfunds.org). Only applications submitted via email will be accepted.

Please state reference STA/2/22 as well as the title of the post in the subject line.

Please do not to send your application via multiple routes.

Candidates may be tested in all relevant areas.

**E**      **CLOSING DATE**

Applications should reach the IOPC Funds' Secretariat as soon as possible but no later than 8 June 2022.

---