

## TIER II STANDARD FOR TRANSLATORS AND REVISERS

### INTRODUCTION

1. This grade level standard illustrates the application of the ICSC Master Standard (Tier I) to a specific field of work of the United Nations common system: **Translators and Revisers**. It is divided into three sections:

- Definition of coverage;
- Summary factor rating chart;
- Grade level descriptions of typical duties and factor-by-factor evaluation rationales.

2. The Tier II standard for Translators and Revisers was developed in consultation with the representatives of the organizations and the staff taking into account existing organizational structures and jobs within the United Nations common system. Draft versions of the standard were examined by the Commission at its thirteenth and fourteenth sessions (March and July 1981).

3. The standard was promulgated, with immediate effect, by the International Civil Service Commission in July 1981.

### I - DEFINITION OF COVERAGE

4. This section serves to confirm the appropriateness of the job to the occupational category and field of work. The coverage of the standard is defined below by reference to the Common Classification of Occupational Groups (CCOG) narrative description of the field of work.

#### *Inclusions - CCOG definitions*

5. Jobs in the field of work covered by these grade level standards include those who translate written or recorded material from two or more languages into another, producing a version which is, in meaning, style and effectiveness, equivalent of the original language version by: (a) studying text and converting it into other languages, using most appropriate vocabulary and commonly accepted

equivalents of professional, scientific or technical terms, and ensuring that original meaning is retained; (b) acquiring information about professional, scientific and technical subject matter covered, consulting specialists and reference works, technical dictionaries and other appropriate sources as necessary and ensuring that terminology and nuances are correctly rendered and that translation is structurally, grammatically and idiomatically correct; (c) verifying accuracy of citations; (d) spotting manifest or possible errors in original text and informing editor and author when appropriate; and (e) comparing translation of text with original, verifying accuracy and completeness of translated version and suitability of vocabulary and terminology used.

6. In addition to performing the foregoing functions, translators and revisers may specialize in a particular type of subject matter; may establish terminology; may engage in self-revision or in revision or editing of other texts; may supervise and train other translators or revisers; may test applicants' skills and aptitudes for translation work; may check conformity of translations with other language editions; and may draft, revise and edit précis of meetings, summary records and texts for publication.

#### **1.O.06. Translators and revisers**

Translate written or recorded material from two or more languages into another, producing a version that is, in meaning, style and effectiveness, equivalent to the original language version; study the text and convert it into other languages, using the most appropriate vocabulary and commonly accepted equivalents of professional, scientific or technical terms and ensuring that the original meaning is retained; acquire information about the professional, scientific and technical subject matter covered, consulting specialists and reference works, technical dictionaries and other appropriate sources as necessary and ensuring that terminology and nuances are correctly rendered and that the translation is structurally, grammatically and idiomatically correct; verify the accuracy of citations; spot manifest or possible errors in the original text and inform the editor and the author when appropriate; compare the translation of a text with the original to verify the accuracy and completeness of the translated version and the suitability of the vocabulary and terminology used; engage in self-revision or in the revision or editing of other texts; provide training and guidance to translators; test applicants' skills and aptitudes for translation work; check the conformity of translations with other language versions.

## II - GRADE LEVEL DESCRIPTIONS AND EVALUATION RATIONALES

### P-2 GRADE LEVEL

#### *A. Description of typical duties*

Work at this level involves:

- Translate documents, correspondence and technical materials intended for internal use (including experts' reports and summary records) covering a broad range of subject matter dealt with by the Organization (i.e., may relate to political, social, legal, economic, financial, administrative, scientific and technical subjects) from two or more languages into the target language. The work may involve the use of standard specialized terminology. Incumbents of positions at this level are expected to acquire, where necessary, information (without specializing in a particular subject area) on the subject matter concerned needed to provide a complete, accurate and clear rendition of the original version. All such translation work is automatically subject to revision. Positions at this level require incumbents to undergo in-service training in order to acquire the ability to perform at higher levels of difficulty and complexity, and may require incumbents to draft summary records of proceedings of meetings.

## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

A level of theoretical knowledge in languages equivalent to that obtained through a first university degree is required in addition to having passed a competitive examination for translators. Together, these theoretical knowledge requirements exceed the first university degree but fall short of the advanced university degree.

#### **V. Practical experience**

A minimum of two years' relevant translation experience in the practical application of the theoretical knowledge acquired at university level.

#### **D. Language knowledge**

A thorough knowledge of the target language and a good knowledge of two other languages of the Organization are essential. (The language skill requirements at this level go beyond the definition of proficiency in languages given in the glossary. This has been taken into account under theoretical knowledge.)

### **II. DIFFICULTY OF WORK**

#### **H. Individual Contribution**

Incumbents of positions at this level are required to apply sound language translation skills and drafting ability, translating texts from at least two languages into the target language. No responsibility is exercised at this level for the revision of translated work. Revision of work is carried out at a more senior level. A reasonable speed and volume of output relative to the difficulty of the text and specified deadlines must be maintained. Translations should be complete and accurate.

#### **V. Complexity of assigned work**

While translation work at this level does not require a depth of specialization in a particular subject area, documents translated cover a broad range of subject matter; they are intended primarily for internal use. As such, the work requires translations in a style and with a general vocabulary of a level and range appropriate to the contents and intended use of the text in hand, including as necessary, professional, scientific or technical terms for which accepted

equivalents exist in the languages involved.

### **III. INDEPENDENCE OF WORK**

#### **H. Guidelines**

A range of guideline material applicable to the work performed at this level is normally available. These guidelines are in the form of standard instructions for translators as to usage and terminology, but, because of the nature of the subject matter, cover only clearly established professional practices and precedents.

#### **V. Supervisory controls**

All translations produced at this level are automatically subject to revision. Work is normally subject to close supervision, specific instructions being given for new work assignments, including instructions as to standards required and on possible problems involved in the work. The process of revision and checking of draft translations for accuracy and adherence to instructions contributes to the required on-the-job training of incumbents at this level.

### **IV. WORK RELATIONSHIPS**

#### **Internal**

##### **H. Skill**

Incumbents of positions at this level are primarily required to exercise skill in obtaining information necessary to improve the quality of the finished product.

##### **V. Importance**

At this level, the majority of work contacts are within the particular translation unit concerned and with terminology, library, reference and other language support services.

#### **External**

##### **H. Skill**

Skills required would be to give and obtain information.

V. Importance

Virtually no work contacts outside the Organization are required of positions at this level.

V. **SUPERVISORY RESPONSIBILITY**

H. Responsibility for support staff

No supervisory responsibilities are exercised at this level.

V. Responsibility for Professional staff

Does not supervise the work of Professional staff.

VI. **IMPACT OF WORK**

H. Effect on work

Decisions are limited to technical judgements affecting individual cases, for example, the use of technical terminology, the style of the translation and the most appropriate form of expression in the target language. In this context, a draft translation can be considered as a proposal. While work at this level is subject to automatic revision, the technical quality of translations will not only affect the work of the immediate organizational unit but will also affect the accuracy, reliability and acceptability of further processes or services, as the original translation will influence the final revised translation.

V. Consequences of errors

Substantive errors in translation would normally be detected and corrected through the process of revision. Such errors, if undetected at this stage, could result in the misunderstanding and inaccuracy of official documents, but what is more likely is that errors by translators at this level will result in extra work and loss of time by revisers and other translation staff who would have to rework the draft translation.

**P-3 GRADE LEVEL**

*A. Description of typical duties*

Work at this level involves:

- Subject to such degree of revision as may be required, translate from two or more working languages into the target language the full range of documents, reports, formal texts (such as draft international instruments), manuscripts for periodicals and other publications, working papers, official correspondence and other material, normally of a specialized political, social, legal, economic, financial, administrative, scientific and technical nature. Accurate and complete versions in the target language using the most appropriate range of vocabulary and the commonly accepted or established equivalents of professional, scientific or technical concepts and terms must be produced. Work at this level normally requires some degree of specialization and considerable knowledge and understanding of a particular substantive technical or administrative field, combined with the ability to grasp the meaning and make adequate use of appropriate technical concepts and terminology. The organization of work may require that texts of a general or routine character or primarily for internal administrative use, but not involving complex technical or sensitive matter, be issued without revision. May integrate and revise such texts translated or prepared by peers or non-language staff, respectively.
- Undertake research related to the texts in hand. Terms developed in the course of this research are contributions to the general store of terminology available and will be considered in the establishment of standard terminology at higher levels.
- May be called upon to draft summary records of proceedings of meetings of organs of the Organization and of certain international conferences.

## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

A level of theoretical knowledge in languages equivalent to that obtained through a first university degree, knowledge of a particular subject area, and having passed a competitive examination for translators is required. Together, these requirements are the equivalent of the theoretical knowledge at advanced university degree level.

#### **V. Practical experience required**

The degree of specialization and knowledge stated in the typical duties above requires a minimum of two to three years' translation experience gained within an international organization or, alternatively, at least five to six years' translation experience purely within a national context.

#### **D. Language knowledge**

A perfect command of the target language and a thorough knowledge of two other languages of the Organization are essential. (The language skill requirements at this level go beyond the definition of proficiency in languages given in the glossary. This has been taken into account under theoretical knowledge.)

### **II. DIFFICULTY OF WORK**

#### **H. Individual contribution**

Work is predominantly restricted to applying language translation and analytical skills and considerable drafting ability to specialized subject matter areas of the Organization. Incumbents of positions at this level are required to assist in the development of new terminology through the undertaking of terminological research. They may be required from time to time to undertake the revision of texts translated or prepared by non-language staff. A sustained speed and output relative to the difficulty of the text and specified deadlines must be maintained.

#### **V. Complexity of work assigned**



Texts to be translated are of considerable difficulty, such as those involving highly specialized professional, scientific or technical concepts or vocabulary typically for the use of experts in the specialized field. Work is complex because of the range and degree of specialization of the original texts and the responsibility of the translator to reflect faithfully the full meaning of each text, expressing all its intellectual and factual content in a manner appropriate to the intended use and target readership of the translated version. The work requires versatility and a considerable depth of understanding of the subject matter concerned.

### **III. INDEPENDENCE OF WORK**

#### **H. Application of guidelines**

A range of guideline material is normally available and applicable to the work performed at this level. These guidelines are limited to instructions as to the appropriate use of established terminology, the observation of standard professional practices, and form and style of presentation. Translators at this level are required to adapt guidelines in the form of technical vocabularies or terminological bulletins in cases where well-established or commonly accepted equivalents in the language of translation do not exist, or where required by the context of the original text. They are also required to contribute to the establishment of new terminological guidelines.

#### **V. Supervisory control**

Supervisory controls over positions at this level normally include: the allocation of work; the control of both delivery (through specified deadlines) and quantity of output; and the review and revision for soundness and accuracy of completed work. The responsibility for consulting or seeking guidance from supervisors for work in process rests primarily with the incumbent.

### **IV. WORK RELATIONSHIPS**

#### **Internal**

#### **H. Skill**

Incumbents of positions at this level are required to obtain assistance in clarifying the meaning of difficult material. In addition, they are required to obtain source and background material and reference and terminology support, including special lexicons. In addition, positions at this level require that incumbents obtain the cooperation or assistance of the originators of material to be translated with a view to solving conceptual or linguistic problems posed by the original text.

**V. Importance**

Work contacts at this level are with other translators, revisers, and supervisors within the immediate work unit, library and language support services, as well as with the originators of material to be translated. The purposes of these contacts are to seek a common approach, secure consistency of terminology and usage, clarify obscurities and correct manifest and possible errors in the original text.

**External**

**H. Skill**

Incumbents of positions at this level are normally required to obtain information from, and exchange views with, a range of outside sources.

**V. Importance**

Contacts outside the Organization are with translators in other organizations of the common system or outside the common system in order to exchange views and information on conceptual and terminology problems encountered. Other contacts are made with members of delegations in order to clarify texts and statements.

**V. SUPERVISORY RESPONSIBILITY**

**H. Responsibility for support staff**

No supervisory responsibilities are exercised at this level.

**V. Responsibility for Professional staff**

Normally, does not supervise work of Professional staff.

**VI. IMPACT OF WORK**

**H. Effect on work**

Decisions are limited to judgements on the use of technical terminology, the style of the translation, and the most appropriate form of expression in the target language which affect in individual cases the accuracy and clarity of original texts. Translations made at this level are

subject to revision depending on the intended use. The quality of the initial translation will directly affect the accuracy, efficiency, reliability and acceptability of any subsequent revisions.

**V. Consequence of error**

As work at this level may be issued without revision, technical judgements or decisions by the incumbent are likely to affect the work of those for whom the translations are being prepared and errors are likely to have an adverse impact upon the target audience. Substantive errors and incomplete translations would increase the time and hence the cost of revision and could, if undetected, cause embarrassment to the Organization.

**P-4 GRADE LEVEL**

*A. Description of typical duties*

Work at this level involves:

- As the primary function, revise in the target language from two other languages of the Organization, translations, including summary records, prepared by staff at lower levels and by free-lance and contractual translators, on a wide range of political, social, legal, economic, financial administrative, scientific and technical subjects or on a more limited range of subjects requiring considerable specialization.
- Translate, normally from two languages of the Organization, and self-revise, especially important, complex, technical and urgent texts for issue without further revision (except for exceptionally sensitive political or formal texts, such as draft international instruments, which normally are subject to subsequent substantive or linguistic revision by another person or official body).<sup>1</sup>
- In the case of both translation and revision, produce versions in the target language that reflect the more skilled point of view and approach of a senior translator or reviser and which are, in terms of accuracy, completeness, meaning, style and effectiveness, the equivalent of the original text, adapted as necessary to the intended target readership. Such translations and revisions use the most appropriate range of vocabulary and professional, scientific or technical concepts and terms, and incorporate the results of any supplementary research by the incumbent as may be necessary to solve problems of terminology and meaning, or any consultations with substantive units concerning manifest or possible inconsistencies or errors in the original text, including the originator's mistranslation or misinterpretation of source material.
- Carry out linguistic research and prepare terminological bulletins and glossaries, technical vocabularies and related reference tools.

<sup>1</sup> The concept of revision also encompasses self-revision, whereby a document is both translated and revised by the self-revising translator who, like a reviser, is responsible for producing the final text, faithful to the spirit and nuances of the original and meeting all the requisite standards expected of the organization's documentation. The major duty of a self-revising translator is the translation of documents for self-revision and the subsequent revision of these translations, however, the revision of his or her own translation constitutes the primary and most critical function of a self-revising translator as indicated in the typical duties at this grade level.

- Depending on the structure and staffing of the translation service concerned, has direct or delegated responsibility for:
  - (a) Organizing and coordinating the work of teams of translators of the same language group, and monitoring progress of such work in relation to an agreed schedule, or coordinating the work of revisers engaged in the preparation of final versions of a text in several languages for simultaneous issue before or during a meeting; and
  - (b) Guiding and training translators and trainee revisers, grading tests of candidates for employment, including prospective contractual translators, and providing evaluations on lower-level staff for use in performance appraisals by higher-level staff.

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*B. Factor rating rationales*

**I. PROFESSIONAL KNOWLEDGE**

**H. Theoretical knowledge**

A level of theoretical knowledge in languages and in particular subject matter areas, and having passed a competitive examination for translators or revisers which together are the equivalent of an advanced university degree level.

**V. Practical experience required**

The degree of specialization and knowledge stated in the typical duties above requires a minimum of seven years' translation experience, of which at least three years has been gained in international organizations, preferably within the United Nations common system.

**D. Language knowledge**

A perfect command of the target language and an excellent knowledge of two other languages of the Organization is essential. (The language skills requirements at this level go beyond the definition of proficiency in languages given in the glossary. This has been taken into account under theoretical knowledge.)

**II. DIFFICULTY OF WORK**

**H. Individual contribution**

The major requirement of positions at this level is to produce final revisions of draft translations prepared by translators occupying positions at the P-2 and P-3 level. Incumbents of positions at this level, therefore, are required to apply high-level translation and revision skills and considerable drafting and analytical ability to especially difficult, complex and urgent documents. Incumbents of positions at this level are also required to maintain a high speed and output, relative to the difficulty of the text and specified deadlines. This calls for higher levels of versatility, judgement and discretion. In addition, they are required to develop new terminology for use where terminological equivalents do not exist in the target language.

**V. Complexity of work assigned**

Texts to be translated are of considerable difficulty, such as those involving highly specialized professional, scientific or technical concepts or vocabulary typically for the use of experts in the specialized field. Work is complex because of the range and degree of

specialization of the original texts and the responsibility of the translator to reflect faithfully the full meaning of each text, expressing all its intellectual and factual content in a manner appropriate to the intended use and target readership of the translated version. The work normally requires versatility and a high degree of knowledge and understanding of technical areas.

### **III. INDEPENDENCE OF WORK**

#### **H. Guidelines**

While the standard guidelines applicable to work at the P-2 and P-3 levels also apply, texts treated at this level require the adaptation of guidelines to cases not covered by the existing guidelines, particularly in respect of documents in specialized subject areas which involve independent judgement and discretion and research in choosing or determining professional equivalents for specialized concepts and terminology, or in dealing with the meaning and appropriate rendering of difficult texts. In addition, staff at this level are more regularly involved than staff at the P-3 level in the development of new guideline material, whether in the field of terminology or for the formulation and standardization of translation and revision practices.

#### **V. Supervisory controls**

The general purpose and desired results are known in advance. The work produced at this level is normally in final form and incumbents have, therefore, a large degree of professional independence concerning technical questions in the production of translations and in the revision and approval for issuance of work prepared by translators occupying positions at lower levels. Supervisory controls exercised on positions at this level are concerned primarily with the allocation of work, the determination and communication of deadlines, and the review, normally by exception only, of completed work or of those items which are of highest importance or political sensitivity.

### **IV. WORK RELATIONSHIPS**

#### **Internal**

#### **H. Skill**

Incumbents of positions at this level are required to obtain the assistance of substantive or technical units within the Organization who have supplied texts for translation in order to clarify the meaning of difficult material and to establish appropriate terminology in technical fields, and to obtain agreement to changes in original draft texts in order to improve the final

document's clarity or style. They must have the skills and aptitude necessary for training and supervising, including the preparation of the initial appraisal of performance of staff at lower levels, and for coordinating work done by several staff members.

**V. Importance**

Contacts with other translation staff within the immediate work unit, and with a wide range of functional units not involved in translation or revision, are made with a view to discussing problems raised by the texts submitted for translation, as well as questions of terminology and presentation.

**External**

**H. Skill**

Work contacts are maintained with counterparts in translation services in other international organizations and with libraries and professional associations, with a view of obtaining and exchanging information on relevant reference material, technical subjects, translation standards, procedures and policies and questions of terminology. Contacts are made with members of delegations to conferences and the staff of permanent missions in order to ensure that translations correspond faithfully to the intent of official communications and ensuring the accuracy of translated texts before issuance.

**V. Importance**

While contacts are established outside the Organization with counterparts in other United Nations organizations, with permanent missions and delegates to conferences, the nature and content of discussions arising out of such contacts normally concern routine issues, for example, the exchange of information on technical terminology or the clarification of the meaning of official documents.

**V. SUPERVISORY RESPONSIBILITY**

**H. Responsibility for support staff**

Formal supervisory responsibilities are not normally exercised at this level. (The guiding and training of lower level staff is not considered under this factor to constitute in itself formal supervision.)

**V. Responsibility for Professional staff**

Does not supervise the work of Professional staff.



## VI. IMPACT OF WORK

### H. Effect on work

Decisions take the form of individual judgements and final determinations, often based on research conducted by the incumbent. They include the suitability of translations in terms of accuracy, completeness, technical competence, clarity and readability, and of producing a revised text or a self-revised translation which is ready for processing in final form and the determination of appropriate terminology. Such decisions will affect the acceptability and usefulness of the finished text and will have an impact on the Organization's services in the target language. Similarly, proposals on new terminology in the form of texts subject to revision at other levels also require a level of competence and expertise which will narrow the need for detailed review of accuracy and appropriateness of treatment, particularly in the case of difficult, complex or particularly sensitive texts. Proposals with personnel implications may be made in respect of the training of serving staff or the testing, assessment and selection of candidates for employment.

### V. Consequences of errors

Given the nature of the tasks and the degree of independence at this level, errors could have a disruptive effect on the processing and utilization of documentation for publication or at meetings could affect the quality and acceptability of the Organization's services in the target language and could have financial, political, technical or operational implications.

**P-5 GRADE LEVEL<sup>2</sup>**

***A. Description of typical duties***

Positions at this level have line management administrative and supervisory responsibilities and their incumbents serve as: (a) chief of a unit providing all translation and revision services in a single language for the whole organization, or (b) chief of a unit providing all translation and revision services for the Organization in up to five languages in a well-defined functional area (such as the documentation submitted to an executive or legislative body) or for a broad range of documents and publications covering diverse subject matter. They are required to:

- Plan, organize, supervise and monitor translation and revision work and, as appropriate, related terminology and reference work, of all the component language units. Allocate work to staff, assign staff to particular translation or revision duties and control the quality and quantity of output.
- Negotiate with originator units on the provision of translation and revision services.
- Guide, counsel and train or supervise the training of translators, trainee revisers and revisers, evaluate their performance and promote the best utilization of their skills and experience; organize the testing of candidates for employment, including prospective freelance and contractual translators, and make recommendations concerning the selection of staff.
- Recommend action on personnel, budgetary, procedural and other matters relating to the efficient operations of the translation and revision unit concerned.
- Formulate draft instructions and guidelines governing the work of translators, revisers and other language staff.

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<sup>2</sup> In units composed of large numbers of translation, revision and précis-writing staff (as indicated in the range of staff supervised at the D-1 level of these standards) and responsible for producing an exceptional volume of output under phased or concurrent operating conditions, and which is consistently subject to shift work, the special requirements of the organization may necessitate an intermediate level of management, such as programming officer or officer in charge of translation, revision and précis-writing in one language in a particularly specialized field (such as the United Nations *Treaty Series*). Such positions should be graded by comparing their duties and responsibilities with those reflected in the above standard and, where applicable, allocating the corresponding credit under the factors.

- Revise draft translations of highly sensitive texts and approve finished translations of exceptionally difficult or complex character in the target language.
- Make authoritative linguistic determinations in the target language, especially in technical fields and in subject areas where terminology is not well established.
- Direct the conduct of terminological research within the translation unit concerned.

## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

Incumbents of positions at this level need to combine theoretical knowledge of languages, a sufficient knowledge of a wide range of subject areas and acquired knowledge of administrative policies and practices of the Organization which enable them to make authoritative judgements on linguistic matters and to perform efficiently as managers. Together these requirements are the equivalent of the theoretical knowledge at advanced university degree level.

#### **V. Practical experience required**

Positions at this level demand a thorough grasp of translation and revision skills, specialized concepts and terminology; extensive knowledge of work practices, methods and processes, and their levels of difficulty in the language field; familiarity with the Organization's policies, programmes and procedures, including personnel and programme-budgeting practices; ability to provide leadership and persuasiveness to motivate, guide and train staff and to develop and maintain constructive relationships; and the judgement, initiative and analytical skills needed to assume managerial, administrative and supervisory responsibilities. To acquire these normally requires a minimum of ten years' experience, of which five years should be at the P-4 level in international organizations, with emphasis on senior translator and reviser duties.

#### **D. Language knowledge**

A perfect command of the target language and an excellent knowledge of two other languages of the Organization. (The language skill requirements at this level go beyond the definition of proficiency in languages given in the glossary. This has been taken into account under theoretical knowledge.)

### **II. DIFFICULTY OF WORK**

#### **V. Individual contributions**

Incumbents of positions at this level apply the linguistic skills required at the P-4 level and in addition the mental abilities needed for planning, organizing, scheduling and coordinating work done at the lower levels. (These dealings are predominantly with revisers but also with translators and other language and clerical staff.) Incumbents are also responsible for controlling quantity and quality of output; formulating guidelines for terminology, translation and revision; testing and selecting candidates for employment; appraising individual

performance, and for ensuring the efficient and prompt provision of the high-quality translation and revision services required. In addition, they are required to exercise the judgement and creativity necessary for taking action without specific instructions or guidelines.

#### **H. Complexity of assigned work**

Incumbents of positions at this level are required to have the necessary expertise in, and be accountable for, translation and revision work which is normally broad in scope and which requires considerable in-depth treatment, and a quasi-professional familiarity with a broad range of concepts and terminology in various areas of specialization. They are required to deal with all aspects of the language area managed, including questions of resource management, and in this respect have to take account of complex considerations regarding the volume and scheduling of output, the difficulty, variety, sequence and cost of interrelated operations and the relation between workload and capacity, in order to adapt to changing circumstances and demands.

### **III. INDEPENDENCE OF WORK**

#### **H. Guidelines**

Incumbents of positions at this level have the authority and are required to interpret existing guideline material concerning the timing and methods of work and to adapt or modify guidelines and reformulate priorities. A high degree of judgement and discretion must be applied in deciding whether the established terminology is applicable, establishing vocabularies in those cases where terminology is new or undeveloped, scheduling and rescheduling work in order to adapt to changing circumstances and demands, and in defining and redefining instructions governing the work of translators and revisers.

#### **V. Supervisory controls**

Incumbents of positions at this level, as chiefs of units, operate with a great deal of freedom from supervisory controls. In particular they exercise delegated authority to make judgements on the full range of technical questions concerning translation and revision. With respect to the formulation and implementation of the overall work programme of the unit, including budgetary and personnel questions, objectives are normally discussed and results reviewed with the supervisor.

## IV. WORK RELATIONSHIPS

### Internal

#### H. Skill

Incumbents of positions at this level are required to consult and negotiate with the senior officials of other units in the same functional area or in other areas concerning priorities, substance and adequacy of manuscripts, adherence to timetables and compliance with established rules, scheduling and processing problems, and terminology and related support services. They are also required to provide internal advice to the Organization (generally to units submitting work for translation) on any technical matter or problem concerning translation or revision work. In such situations they also have the authority to discuss and negotiate solutions to the problems involved.

#### V. Importance

The scope of the work at this level requires an extensive range of contacts at all levels throughout the Organization, in order to resolve problems concerning the nature and content of documents transmitted for translation and to negotiate the proper planning and scheduling of the work.

### External

#### H. Skill

External contacts are required at this level to persuade and obtain the assistance of delegates to conferences and officials of permanent missions in resolving problems concerning texts submitted for translation or draft resolutions being discussed by committees and requiring translation. Contacts with heads of language units in other organizations of the common system are also established at this level for the purpose of obtaining cooperation with respect to interagency questions affecting the translation function. Incumbents of positions at this level also interview and test candidates for employment. They may be required to represent the Organization on all questions relating to translation services on the occasion of missions and meetings away from headquarters.

#### V. Importance

The nature and subject matter of contacts made by staff at this level with counterparts in other organizations of the United Nations system or other intergovernmental bodies, or with libraries, universities and professional bodies in the translation field range from providing or exchanging information on translation and revision services and methods to discussing policies and technical questions concerning the translation and terminology field or relating to the organization and implementation of work in this sphere.

## V. SUPERVISORY RESPONSIBILITY

### H. Responsibility for support staff

No less than 2 or more than 10 support staff.

### V. Responsibility for Professional staff

Normally, the numbers of Professional staff supervised will not be less than 9 or more than 45.

## VI. IMPACT OF WORK

### H. Effect on work:

The majority of final decisions in translation and revision matters, and in the clearance of translated and revised texts for issuance are taken at this level. Administrative proposals are also made with respect to the work of the translation service in the areas of personnel (recruitment, selection, promotion, etc.) and programme budgeting and finance (nature and level of budgetary allocations, control of expenditure, etc.) Such decisions and proposals will affect the operation of the translation programme in terms of the cost, level and quality of the services provided and would in turn affect the operation of other programme areas of the Organization that depend upon these services.

### V. Consequence of errors

Errors of judgement in determining work methods, approving the release of translations, selecting, assigning and supervising staff, appraising staff's performance, estimating workload and capacity, and deciding on work priorities could result in non-compliance with important deadlines, disruption of work and inadequate or untimely servicing of conferences and meetings. Such problems could not only damage the quality of the services provided but also cause loss of time, wastage of resources and embarrassment to the Organization.

**D-1 GRADE LEVEL**

*A. Description of typical duties*

Incumbents of positions at the D-1 level normally serve as: (a) chief of the unit which provides the translation and revision services in all languages for the Organization, or (b) where the size of the language function requires the organization of single language units of at least 40 Professional staff providing all translation and revision services in a single language for the Organization including for decentralized offices subordinate to headquarters, the chief of one of those units. Positions at this level require incumbents to:

- Direct and control the work programme including contractual translation, terminology and reference, and the supervisors of individual language units. This responsibility normally applies also to units such as those responsible for official records editing, précis-writing and support services such as stenographic and typing services where performed within the same functional area.
- Formulate and develop guidelines, instructions and priorities governing translation, revision and terminology work and, when appropriate, make authoritative linguistic determinations in the target language.
- Analyse, coordinate, formulate, approve, submit, negotiate and justify budgetary and personnel proposals and manage the staff and contractual resources allocated to the functional area concerned.
- Formulate and approve detailed work programmes, forecasts of planned workload and capacity and statistics of real output.
- Prepare, review and endorse or approve before transmission proposals from subordinate management, administrative and supervisory staff concerning personnel actions such as recruitment of staff, including contractual translators, renewal of contracts, individual job classifications, reviews, transfers, promotions, training and special leave.



## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

Incumbents of positions at this level need to combine theoretical knowledge of languages and acquired knowledge of administrative policies and practices of the Organization, including that which is needed in the personnel and management field, which together are the equivalent of the theoretical knowledge at the advanced university degree level.

#### **V. Practical experience**

The requirements of positions at this level in terms of linguistic skills, administrative and managerial ability and familiarity with the particular requirements of the Organization are such that over 10 years' experience at the international level is required.

#### **D. Language knowledge**

A perfect command of the target language and an excellent knowledge of at least two other languages of the Organization. (The language skill requirements at this level go beyond the definition of proficiency in languages given in the glossary. This has been taken into account under theoretical knowledge.)

### **II. DIFFICULTY OF WORK**

#### **H. Individual contribution**

Incumbents of positions at this level are required to plan, organize, coordinate and integrate several interrelated short-term and long-term programmes. These requirements entail individual analysis and review of and decisions on continuously changing factors, the taking of management decisions and responsibility for supervising, recruiting and deploying staff. They also imply dealing with conflicting demands for services provided when this would create congestion or disruption and controlling the effectiveness of operations at all times.

#### **V. Complexity of assigned work**

The work of a chief of unit at this level is very broad in nature. Incumbents are responsible for a full range of managerial, administrative and supervisory functions which apply to diverse but concurrent activities and which require analysis of alternative solutions. The work requires considerable depth of treatment not only of translation, revision and terminology functions but

also of qualitative and quantitative requirements leading to the most efficient utilization of staff and other resources and the effective implementation of the Organization's policies and programmes.

### III. INDEPENDENCE OF WORK

#### H. Guidelines

Apart from the general policies and practices of the Organization in political, budgetary, financial, personnel and editorial matters, and the general objectives and priorities of the programme concerned, the incumbents of positions at this level are not governed by guidelines designed to meet recurrent situations in their field. Rather, the positions require the formulation and establishment of important guidelines and standards applicable to translation, revision and terminology work and have the authority to depart from standard guidelines in the language field.

#### V. Supervisory controls

Incumbents of positions at this level operate with a great deal of freedom from supervisory controls. They discuss overall programme objectives and desired results with the immediate supervisor, but the ongoing management of the function rests entirely in their hands. Results are reviewed by the supervisor for attainment of objectives.

### IV. WORK RELATIONSHIPS

#### **Internal**

#### H. Skill

Incumbents of positions at this level are required to provide authoritative advice to senior staff or the Organization, whether immediate supervisors or the managers of other areas, on the whole range of questions arising out of the operations of the unit.

#### V. Importance

Incumbents of positions at this level are required to have contacts with managers of all units throughout the Organization, as well as with units outside the duty station, concerning all questions arising out of the operations of the unit, such as provision of translation and revision services or personnel and resource management both at and away from the duty station.

## **External**

### **H. Skill**

Incumbents of positions of this level are required to act as representatives of the Organization and, in this capacity, are empowered to seek agreement with outside contacts on questions relating to the full range of operations of the unit.

### **V. Importance**

The content and nature of contacts established with counterparts in other organizations, delegates to conferences, permanent missions, libraries, universities and professional bodies will be on matters of importance to the Organization, such as presenting the Organization's policy position on translation, revision and related questions, negotiating agreements with other organizations on translation practices, standards and procedures and discussing important documents with delegates.

## **V. SUPERVISORY RESPONSIBILITY**

### **H. Responsibility for support staff**

Normally supervises no less than 11 or more than 60 staff in the General Service category.

### **V. Responsibility for Professional staff**

Normally, the number of Professional staff supervised will not be less than 41 or more than 100.

## **VI. IMPACT OF WORK**

### **H. Effect on work**

The majority of final decisions in translation and revision matters and in the clearance of translated and revised documents for issuance are taken at the P-5 level; however, in cases of extreme sensitivity or importance of documents, these normally will be referred to the D-1 level for approval. Major decisions and proposals are made at this level on management and administrative issues. The key areas are those of personnel and resource management and planning, control of implementation and evaluation of work. Such decisions and proposals will

affect not only the operations of the programme but also the level and quality of the services provided and, hence, the effectiveness of the support given to other major programme areas of the Organization.

V. Consequence of errors

Errors of judgement in the whole range of functions at this level, particularly in relation to staff and budgetary planning, normally would jeopardize the efficiency of language operations and impair the ability of the organization to provide translation and revision services promptly and at the required levels of quality and quantity.

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