> ➢ Noumea-based position
> ➢ Attractive expatriate package
> ➢ Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Translator-Reviser (French)** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Operations and Management Directorate (OMD) provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the **Translator-Reviser (French)** will be responsible for translating documents from English into French, revising/quality controlling translations and managing the translation and interpretation team's translation and terminology tools, to enable SPC to operate as a bilingual organisation in compliance with its mandate so as to stimulate knowledge flows and for practical purposes.

The key responsibilities of the role include the following:

Translation, language pre-processing of documents and terminology
- Produce translations and, most often, self-revised translations from English to French in a wide range of technical and scientific areas, as well as dealing with general SPC materials which may be highly sensitive and complex.
- Pre-process and pre-translate, where needed, certain translation requests for work done in-house or outsourced.
- Work in close collaboration with colleagues to ensure consistency and quality.
- Add the original document and its translation into the relevant Logiterm modules for the database to be updated.
- Help broaden the SPC terminology database by creating and processing terminology records in Logiterm.

Revision & Quality Control, and Support in managing freelancers
- Process freelancers' queries on content and terminology on the day they are received.
- Liaise with clients to clarify issues and provide answers to the freelancers' questions.
- Revise translations from freelancers and in-house translators within the timeframe agreed with clients.
- For freelancers' self-revised translations: perform basic or detailed quality control (QC) according to timeframe and/or requirements, with evaluation sheets filled in accordingly.
- Provide feedback to freelancers in the week following the revision/QC.
- Proofread selected publications and engage with the publications team or divisional teams for any changes required.
- Ensure that translation requests are sent to freelancers.
- Under the supervision of the Translation Coordinator/Reviser (French), take part in selection of freelancers, maintain a file on the quality of services provided by the freelancers selected as part of the Request for Proposals (RFP), and help prepare the freelance survey.

Translation project management
- Prepare and manage complex translation projects (terminology, extensive project for outsourcing…), using both Logiterm and Trados Studio.
- Ensure, from start to completion, follow-up on assigned translation projects.
- Track and update the status of tasks and requests in ServiceNow.
- Under the supervision of the Translation Coordinator/Reviser (French), support the work to anticipate and monitor SPC Divisions' translation needs (technical meetings, reports, etc.).

Translation and terminology tools
- Act as the Team's main resource person in maintaining and managing the translation and terminology tools (Logiterm and SDL Trados)
- Reporting in the first instance to the Translation Coordinator, assess software needs, advise on the acquisition, deployment and maintenance of translation technologies within the Team.
- Plan and coordinate the translation tools' upgrades in coordination with the vendors and the ICT Section.
- Lead the procurement processes for the translation technologies as relevant.
- Engage efficiently with the ICT Section on technical issues as well as with the software providers to escalate technical issues and submit other requests.
- Work on introducing machine translation tools and processes in the team's workflow.
- Prepare/update guides for the administration and use of translation and terminology tools.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications
- Postgraduate degree in translation or in a related field or equivalent body of knowledge and experience.

Technical expertise
- At least 5 years of professional experience as a translator in an international or government organisation, or as a freelance translator working mainly with international/government organisations, and 2 years of experience in revision.
- Excellent command of translation technologies, including Trados.
- Good command of post-editing and machine translation processes, especially with Trados Studio and/or Logiterm.
- Broad general knowledge and thorough understanding of a wide range of technical and scientific subjects in both languages.
- Ability and willingness to learn and adapt to new technologies, strategic change and methodologies.

Language skills
- First-language-level French and very good command of English.

Interpersonal skills and cultural awareness
- Ability to work quickly and efficiently under pressure.
- Ability and willingness to learn and adapt to new technologies, strategic change and methodologies.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Remuneration – the **Translator-Reviser (French)** is a band 10 position in SPC's 2025 salary scale, with a starting salary range of SDR (special drawing rights) 3,727-4,562 per month, which converts to approximately XPF 544,736-666,853 (USD 4,957-6,068; EUR 4,565-5,588). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.
Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a 10% contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will begiven to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 20 July 2025 – 11:00 pm (Noumea time)
Job Reference: CR000441

Applicants must apply online at http://careers.spc.int/
Hard copies of applications will not be accepted.
For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.
Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.
SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):
1. What is your approach to translation and revision? Please give examples.
2. Could you describe your experience with translation technologies, particularly in managing and using computer-assisted translation (CAT) tools and AI-based tools? Please give examples.

3. In your words, how can high-quality customer service be balanced with a versatile position? What constitutes excellent customer service? Please give examples.