



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.O.06
Job Profile: J1885**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Portuguese Translator/Reviser	PRFN	P18193	P.4	Washington DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Languages Team (LNG) promotes multilingualism in the Organization and contributes to promoting PAHO as a source of authoritative, quality multilingual documents. LNG provides multilingual expertise in support of technical cooperation and advises on multilingual projects; provides translation services, including linguistic clearance of final versions, in the four official languages of the Organization, as well as editing support; establishes style guidelines and official terminology; and develops and maintains computer-assisted tools for editing, translation, and terminology.

ORGANIZATIONAL CONTEXT

The incumbent serves as a member of the Languages Team within the Office of the Deputy Director (DD) and is responsible for ensuring quality control of all translations into Portuguese submitted by the Executive Management, and technical and administrative entities of the Organization. Priority is given to documents of Governing Bodies, public health emergencies, and Executive Management. He/she ensures quality control for, and management of, external and temporary contractors to ensure they adhere to PAHO style and terminology in the Portuguese language. He/she translates and revises a wide variety of technical and scientific texts from English and Spanish into Portuguese with precision and clarity contributing to the Organization’s program of work and collaborates with other Languages Team staff to ensure consistency across the official languages. The incumbent coordinates Portuguese editing jobs for documents other than publications and manages the workflow of Portuguese translation jobs. He/she provides guidance to the network of Portuguese translators, adding and mentoring new contractors as needed. He/she has a high degree of independence in decision making and is a key specialist in the field of translation involving Portuguese. The incumbent safeguards the public image of the Organization with respect to written Portuguese, by maintaining the highest standards of translation.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Deputy Director (DD), and the direct supervision of the Advisor, Language Services (LNG), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Revise translations produced by external contractors into Portuguese, and edit original Portuguese texts to ensure adherence to PAHO style and terminology and the highest standards of quality;
- b) Translate into Portuguese and self-revise texts of considerable difficulty in a variety of technical and scientific subject areas, including public health, medicine, governance, and other areas of relevance to PAHO, such as legal and financial texts, using machine translation post-editing as the primary work mode;
- c) Coordinate and supervise all requests for Portuguese translations and editing, and the external network of Portuguese translators and editors, ensuring that the Portuguese language needs of the Organization are met in a cost-effective and timely manner, and adhere to the highest standards of quality; analyze incoming requests and assign them to the most appropriate translator; provide guidance to Language Technicians in identifying references and supporting materials for external translators;
- d) Manage and supervise temporary Portuguese translators and interns;
- e) Provide dedicated Portuguese translation and editing support and coordinate all language support needs for this language during Governing Bodies meetings;
- f) Resolve external translators’ queries and and/or work with technical program (s) to resolve them;

- g) Manage the external roster of Portuguese translators; recruit external translators/editors, review résumés; prepare, administer, and coordinate the grading of tests; mentor new translators/editors and certify their suitability; advise on the renewal of all Portuguese translators' annual contracts;
- h) Provide linguistic clearance of translations into Portuguese reviewed by technical experts and reach consensus with them regarding terminology; resolve queries and/or complaints from originating units regarding translations delivered;
- i) Provide Portuguese translation support in public health emergencies, including working under tight deadlines and ensuring quick turnaround of translated documents and coordinating outsourced work;
- j) Provide support for terminology and style in Portuguese; respond to queries from staff about terminology, nomenclature, translation, and writing; conduct linguistic research and maintain glossaries; work with technical departments to build consensus on technical terminology; keep abreast of specialized terminology and best translation practices; ensure that terminology is consistent across PAHO documents in Portuguese; coordinate the preparation of Portuguese terminology bulletins on specific subjects;
- k) Contribute to the testing and selection of computer-assisted translation and terminology tools, including Artificial Intelligence plug-ins;
- l) Participate in professional forums, conferences, and seminars; share knowledge and practices with translators from other international organizations;
- m) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Respecting and promoting individual and cultural differences: Relate well to diversity in others and capitalize on such diversity - Relates well to diversity in others and capitalizes on such diversity. Treats all people with dignity and respect. Relates well to people with different cultures, gender, orientations, backgrounds and/or positions; examines own behavior to avoid stereotypical responses; considers issues from the perspective of others and values their diversity.

Teamwork: Collaborate and cooperate with others - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

Communication: Write effectively/Share knowledge - Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Producing Results: Work efficiently and independently/Deliver quality results - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large-scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration - Builds and negotiates strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

TECHNICAL EXPERTISE

- Full command of all the skills involved in preparing technical translations, including the use of terminology databases, electronic dictionaries, online research, and post-editing of machine-translated output.
- A high level of expertise in Portuguese translation, revision, and editing.
- Ability to research information on a given subject area and keep up with the latest technologies and advancements in the area.
- Ability to acquire knowledge and information about a wide range of subject-matter fields, and select, organize, and present information in a manner suitable for the intended audience. Familiarity with health and health-related topics.
- Ability to work under pressure to meet tight deadlines.

- Familiarity with the principles and practices of translations for governing bodies.
- Excellent organizational and analytical skills, complemented by excellent communication and interpersonal skills combined with the ability to write, speak, and present in a clear and concise, diplomatic, tactful, and courteous manner.

EDUCATION

Essential: A bachelor's degree in a health or social science, translation, linguistics, modern languages or public health, and a master's degree in any field related to the functions of the position from a recognized university.

Desirable:

EXPERIENCE

Essential: Nine years of combined national and international experience as a translator, including experience as a reviser.

Desirable: Experience with an international organization, preferably in public health, medicine, or international development would be an asset.

LANGUAGES

Excellent idiomatic and technical command of Portuguese as mother tongue and thorough knowledge of English and Spanish.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.