

International Monetary Fund

Vacancy Announcement: Interpreter / Translator – CCAMTAC (Short-term)

Institution:

The International Monetary Fund (IMF)'s new Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC) provides technical assistance, hands-on peer workshops and other capacity development services on fiscal, monetary, financial sector, general macroeconomic and statistics issues to nine countries in the region: Armenia, Azerbaijan, Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan. CCAMTAC virtually opened in February 2021, the physical opening in Almaty is expected for early 2022. The office is headed by the CCAMTAC Director and staffed with a group of Resident Advisors / Long-Term Experts (LTXs), Administrators, and other staff. Support for its operations are provided by the host country, Kazakhstan, other member countries and a group of development partners.

The IMF invites applications for the following (short-term) position: Interpreter / Translator English – Russian and Russian – English

The Interpreter / Translator supports the capacity development activities of CCAMTAC with simultaneous and consecutive interpretation, and translation of general and technical CCAMTAC documents, including annual reports, newsletters, and technical assistance reports. The selected candidate will report to the CCAMTAC Director and the Office Manager and work with the Resident Advisors and other members of the CCAMTAC team. The position offers the opportunity to interact with a diverse group of international IMF / CCAMTAC staff, gain an understanding of the capacity development challenges facing CCAM countries, deepen the knowledge of technical terminology in economics, fiscal, financial and statistics areas, and support the preparation of technical assistance delivery and TA-related training. Depending on mutual agreement, this could be a full-time or part-time position for less than six months. Depending on demand, it is possible that CCAMTAC will offer in the future longer-term contracts. The work will be performed virtually. The position is aligned with the entry level of the UN (NO-A) scale. For short-term contracts no additional benefits are paid.

Duties & Responsibilities: Under the supervision of the CCAMTAC Director and the Office Manager, the Interpreter / Translator undertakes the following duties and responsibilities:

- Interprets simultaneously and consecutively for CCAMTAC technical assistance delivery, including regional seminars, workshops, and high-level meetings with authorities from the region.
- Prepares final translations of CCAMTAC documents, including letters, workshop instructions and presentations, technical assistance reports, documents for the website, newsletters, using word-processing, spreadsheet, PowerPoint and other appropriate software.
- Researches points of terminology, language and subject matter and consults with authors and other experts within or outside CCAMTAC to clarify meaning as required.
- Organizes work to meet assigned deadlines.
- Revises materials from earlier versions or translated by less experienced staff to ensure accuracy, appropriateness of language and style, clarity, etc., and solves translation problems.

Background: A degree in interpretation and translation with good knowledge of economics, and work experience in simultaneous interpretation and translation of economic and financial texts from English into Russian and Russian into English. The selected candidate should have an ability to interpret technical meetings organized by CCAMTAC, or at a minimum the ability to quickly learn related economic, financial, and statistical terminology. She / he should produce translations that require little or no revisions.

The Interpreter / Translator should have strong work management, organizational and time-management skills, good interpersonal and teamwork skills, and effective communication skills—both verbal and written. She / he is expected to learn new work, databases, and IT systems pertinent to CCAMTAC; pursue training, as necessary; and, be comfortable in a multi-cultural office. The Interpreter / Translator will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF headquarters in Washington.

Depending on mutual agreement, this could be a full-time or a part-time (50 percent) position. Given time differences with IMF headquarters in Washington, DC some work hour flexibility is needed. Working hours will be mutually agreed. Access to a computer with high-speed Internet is needed, as the Interpreter / Translator will initially work from home. Work experience in an international environment is a distinct advantage. This position is primarily for local staff (from Kazakhstan).

Language: In addition to Russian and English, knowledge of other languages from the region is a plus.

Application procedure:

Please send a curriculum vitae/job resume and one-page cover letter in English describing your interest and suitability for the position by e-mail to CC-CCAMTAC@imf.org.

Only shortlisted candidates will be contacted for an interview.