

# VN 25/05 Translator (English / French) (Closed)

**We do not accept further applications for this role.**

This position is located within the Strategy, Communication and International Relations (SCIR) Division, which is responsible for promoting the activities of EUMETSAT to relevant target audiences through the provision of high-quality external communications such as press releases and publications and the organisation of conferences, events and visits.

Within the Translation Section, the Translator supports the execution of various translation activities under the supervision of the Head Translator (H/TRL) and deputises for the H/TRL in his/her absence. This position supports the Third Party Programmes in accordance with the respective annual memos on HR planning.

## Duties

- Translate a wide variety of texts from English into French. This includes documents for the recurrent meetings of EUMETSAT's governing bodies, as well as brochures, annual reports, press releases, presentations, and web content and other documents such as vacancy notices, contracts, basic documents;
- Revise and proof translations carried out by external translation service providers;
- Undertake terminology research and contribute to the maintenance of the internal terminology database;
- Keep abreast of developments in the field of translation (computer-assisted translation tools, machine learning);
- In the absence of the Head Translator, coordinate translation activities.



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

University degree or equivalent qualification in the field of translation (A: French B: English) or other relevant degree plus professional qualifications in translation.



### LANGUAGES

The official languages of EUMETSAT are English and French. For this post candidates must be able to work effectively in both English and French.

A working knowledge of German would be an advantage, as external English-German translation services are managed by the Translation Section.



### DEADLINE

3 March 2025



## Skills and Experience

- Command of French to a native-speaker level, thorough knowledge of English, and excellent drafting skills in both working languages;
- Experience in producing accurate and idiomatic translations of scientific and technical texts, ideally related to the space industry, and familiarity with financial, administrative, contractual, and legal translation;
- Proficiency in the use of computer-assisted translation tools and document management tools;
- Ability to work independently and accurately under time pressure;
- Strong interpersonal and communication skills and ability to work with a variety of stakeholders;
- A previous experience within an international organisation would be an advantage.

## Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded L1/L2 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 6076 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

**EUMETSAT is committed to providing an equal opportunities work environment for men and women.**

**Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.**

## About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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