



**GENERAL SECRETARIAT OF THE  
ORGANIZATION OF THE ISLAMIC CONFERENCE  
(OIC)**

**VACANCY ANNOUNCEMENT  
DEADLINE FOR APPLICATIONS: 30<sup>th</sup> June 2006**

<b>JOB TITLE</b>	:	Translator/Interpreter (French/English - English/French) Translator/Interpreter (Arabic/English - English/Arabic)
<b>AREA OF ACTIVITY</b>	:	Conference Department of the OIC
<b>DUTY STATION</b>	:	Jeddah, Kingdom of Saudi Arabia
<b>CATEGORY/ GRADE</b>	:	Professional (P)
<b>REMUNERATION</b>	:	Depending on professional background and experience, a competitive compensation and benefits package is offered

**JOB DESCRIPTION:**

- To perform all tasks required within his area of expertise as required by work exigencies and the directives of the Secretary-General, the Conferences Department Director, and the Translation Coordinator.
- To translate, proof-read, edit, and/or revise OIC documents (including political and conference speeches, press releases, and statements; and economic, cultural, social, religious, media, financial, administrative, legal, scientific, technical, and journalistic texts and reports) from or into the successful candidate's Languages B and/or C to his/her language A.
- To interpret through simultaneous interpretation in the booth, or consecutive/whispered interpretation OIC oral statements and documents (including political and conference speeches, press releases, and statements; and economic, cultural, social, religious, media, financial, administrative, legal, scientific, technical, and journalistic discourse and reports) from or into the successful candidates Languages B and/or C to his/her language A.
- To review OIC and other documents in order to prepare for translation/interpretation at meetings and conferences.
- To monitor written and visual media sources in order to stay up to date with modern and international political and media linguistic usage, innovations, acronyms, and abbreviations, and to prepare and compile terminologies and glossaries.
- To select, acquire, and carry paper and electronic stylistic, grammatical, general, and specialized terminology and glossary sources and references for use in his/her duties.
- To coordinate shared translation/interpretation tasks with OIC colleagues from within and outside the Conferences Department, Translation Coordinators, and Interpretation Team Leaders.
- To maintain archives of his translation/interpretation documents and readily share these with relevant departments through OIC local computer network.

**QUALIFICATIONS:**

**Education**

- Possess University/College degree in language and translation related sciences or equivalent degree from a highly reputable university or from an institution of equivalent status (Master's or Doctorate degree is preferable).

**Work Experience**

- At least 12 years of experience with BA, 8 years with Masters degree, or 4 years with Ph.D., in international conference translation and simultaneous interpreting or equivalent in the relevant languages of the candidate at either a major regional or international institution or on a free-lance basis.

**Languages**

- Professional fluency in (reading, writing, and speaking of) at least two of the working languages of the Organization of the Islamic Conference (OIC): Arabic, French, and English. Working knowledge of the third language. The preference will be given to candidates who have more languages combinations in translation and/or interpreting in the three languages.

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**Other Skills**

- Note-taking and fast typing skills.
- Skillful use and operation of software, including Microsoft Windows, Office, and word processing applications.
- Knowledge of the Internet and Internet search engines, terminology, and lexical compilation, language databases and electronic dictionaries.
- Proficient knowledge of Information and Communication Technologies (ICT): skilled use and knowledge of conference interpreting equipment, computers, and modern office machines, etc.

**Other criteria which could offer additional advantages to candidates:**

- Experience in political, conference, legal translation/interpretation and/or journalism.
- Physical and mental adaptability and strength needed for variable working hours during conferences and meetings and for intermittent travels for conferences away from the OIC headquarters.
- Ability to work under pressure and meet deadlines.
- Previous freelance translation and interpreting work with international organizations, including the OIC and the Islamic Development Bank.
- Planning, organizing, and communication abilities and extrovert skills as well as team spirit and ability to integrate in international, multi-linguistic and multicultural environment.
- Intimate knowledge of Islamic and Arabic language, culture, and traditions.
- Travel in the OIC Member States and knowledge of Muslim countries and peoples.

**GENERAL REQUIREMENTS:**

- To be a Muslim national of one of the OIC Member States. If married, the spouse must be Muslim.
- To be below forty five years of age, maximum.
- To be free of diseases and infirmities (through certified examination by accredited hospital).
- To have completed compulsory military service, where applicable.
- To be either nominated by his State or his State should have no objection to his appointment.

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**

Appointment shall be made by participating in the qualifying rounds through submission of complete dossier, short-listing, and competitive written and oral examinations among the candidates.

Candidates should submit documents to back up their dossier certified by the proper national authorities and foreign diplomatic missions. Candidates should also sign the relevant OIC declaration.

**HOW TO APPLY:**

Application letter together with CV to be sent by mail or by fax, to the:  
Directorate of Cabinet  
OIC General Secretariat  
P.O. Box 178, Jeddah 21411,  
Kingdom of Saudi Arabia  
Fax: +966 2 2751953

The General Secretariat of the Organization of the Islamic Conference is pleased to inform that the appointee to the Professional Post must meet the following conditions, in addition to essential qualifications as indicated in the job description:

- To be a Muslim national of one of the Member States of the Organization, and not to hold dual nationality with a non Member State. If married, the spouse must be Muslim.
- To be below fifty-six years of age and have completed twenty years.
- To be free of diseases and infirmities that may hinder the exercise of his duties.
- Not having been convicted of a felony or a crime against honor or trust.
- Not having been removed from any job for disciplinary reasons.
- To be either nominated by his State or his State should have no objection to his appointment in the Organization.

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**SALARIES, ALLOWANCES AND OTHER BENEFIT FOR THE STAFF MEMBER  
WHO WILL BE APPOINTED TO PROFESSIONAL POST**

**1 – BASIC SALARY**

He shall be entitled, upon appointment, to a monthly basic salary between 2,435 and 3,653 U.S. Dollars

**2 – HOUSING ALLOWANCE**

He is entitled to an housing allowance, equivalent to 25% of his annual basic salary

**3 – FAMILY ALLOWANCE**

He shall receive a monthly family allowance of 100 US Dollars (if married) and 50 US Dollars for every child to a maximum of five children.

**4 – TRANSPORT ALLOWANCE**

He shall receive the amount of 160 US Dollars per month as transport allowance

**5 – EDUCATION ALLOWANCE**

A staff member shall be entitled to an education allowance to cover the educational expenses of the children not exceeding the amount of 3500 US Dollars per child, per annum, for a maximum of five children

**6 – AIR TICKETS**

The General Secretariat shall pay economy class air fare for him, for his wife and for the children, up to a maximum of five children, from his home country or country of residence to Jeddah, in addition 50 kilos of accompanied baggage for him, 30 kilos for his wife and 10 kilos for each child, shall be provided

**7 - HOTEL BILL**

His and his family members may stay, maximum one week, at a reasonable hotel, by General Secretariat's account.

**8 - INSTALLATION GRANT**

He shall receive an installation allowance, once, equal to two months of basic salary.

**9 - ANNUAL LEAVE ENTITLEMENT**

The staff member shall be entitled to an annual leave of 29 working days with full salary

**10 - HEALTH CARE (Medical)**

The Organization shall provide health care to staff members and the family members dependent upon him.

**11 - TRAVEL ON HOME LEAVE**

The OIC shall bear the travel expenses of the staff member and his family members, once every two years, for home leave and return to his duty station.

**12 - TERMINATION INDEMNITY**

The staff member shall be entitled to a termination indemnity equivalent to two months of basic salary for each year of service, unless he has completed two years of service, minimum.

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