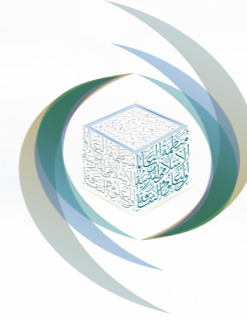


Vacancy

Announcement



إيسيسكو
ICESCO

The Islamic World Educational, Scientific and Cultural Organization
(ICESCO)

announces the call for applications for the post of

(Translator)

Post No.: P036

Announcement Ref.: TPC_003_25

Workplace: Permanent Headquarters of ICESCO
Rabat - Kingdom of Morocco

Type of contract: Fixed-term

Duration of contract: One year (12 months) renewable

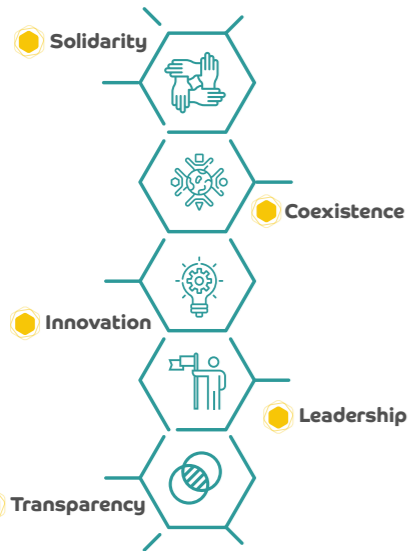
Recruitment open for: external candidates

Deadline: 13/03/2025

Application email: icescoemployment@icesco.org



ICESCO core Values



I. Objective

- Providing accurate and professional translations of official documents and texts, ensuring the precise conveyance of meanings and concepts while maintaining the appropriate context and style.



II. Tasks

- Translate the organization's periodicals and publications in English and French
- Review and edit translations to ensure linguistic accuracy and consistency in specialized terminology.
- Harmonize technical, legal and administrative terminology in line with approved translation standards.
- Translate various types of texts: Letters, reports, contracts.
- Conduct linguistic and lexical research to support the accuracy of translations and update terminology when needed.
- Translate the correspondence received from foreign bodies and institutions



III. Qualifications and requirements

Candidates must fulfil the following requirements:

- Graduate degree in translation (MA or high diploma) from a graduate school or faculty of translation and languages.
- Additional Bachelor's degree in Arabic, an equivalent or an accredited international Arabic test.



Languages

- Mastery of Arabic, in addition to English or French, and ability to translate from the third language.

Competencies

Candidates must fulfil the following requirements:

- A minimum of a three-year experience as translator.
- Mastery of Microsoft tools and proficiency in using CAT tools such as TRADOS and machine translation software.
- Interpreting experience is an additional advantage.
- A very good general knowledge.



IV. Salary, allowances and benefits

- In case of recruitment, the candidate will benefit from the salary and bonuses and privileges set forth in ICESCO Personnel Regulations.

The processing of applications is subject to the abovementioned criteria and may also include tests or evaluations in addition to a job interview.

ICESCO uses communication technologies in the evaluation process