



JOB DESCRIPTION

Position Title: **Translator**
Department: Administration
Position FTE: Permanent, Full-Time
Location: Ottawa, Ontario (National Office)

Reporting Structure: **Reports to:** Chief Financial Officer &
Executive Director

Description of Position's Duties and Responsibilities:

- Provides quality and timely written translation services from English to French (and French to English from time to time) of texts of varying complexities, subject matter and length, according to international French language standards using appropriate Conservative Party of Canada (CPC) terminology/ glossary.
- Studies and analyzes source texts to fully understand peculiarities in terms of meaning, style and complexity of terminology, discusses with appropriate individuals to clarify ambiguous passages in order to convey the full meaning of the original text and suggests alternate wording.
- Produces and/ or reviews final versions to ensure that the meaning of the translated texts accurately reflect the intent of the original text and reads as though it was written in French.
- Records and maintains archive of previously translated documents, as well as Organisation position titles, department names, documents, programs, etc. The translator also verifies daily that all FRENCH content on the CPC Web-site is accurate and of a high quality.
- During periods where Translation Service volumes increase the incumbent directs and oversees translation support staff or contractors, including co-coordinating and prioritizing of translation assignments.

Position Requirements:

Education:

- A minimum of a university degree in Translation (Postgraduate would be an asset). A postgraduate degree in a related field (such as journalism or linguistics) would also qualify.

Experience and abilities:

- Minimum 2 years of relevant experience as a full-time translator or equivalent, preferably in the political arena.
- Excellent command and fluency in both French and English.
- Excellent writing skills including the ability to express ideas clearly with special attention to accuracy in style and content.
- Expertise in research techniques and excellent knowledge and ability to use electronic resources for translators, such as MS word, databases (Tradoit, Termium, GDT, etc.), linguistic resources (online dictionaries, linguistic columns, etc.), web search, etc.
- Knowledge of political issues at the federal level and knowledge of the Conservative Party of Canada policies would be an asset.

Soft Skills:

- Self-starter and takes initiatives, with significant attention to detail.
- Excellent time management skills including proven ability to meet deadlines.
- Strong analytical, organizational and planning skills.
- Excellent ability to work well under pressure and tight deadlines, with the ability to be flexible and deal with schedule changes.
- Strong interpersonal skills.
- Ability to work independently, with little supervision or direction.
- Sound judgment and decision making ability.
- Strong work ethic.

Knowledge and Technical Skills:

- Advanced knowledge of Microsoft Office (Word, Excel, Outlook, Power Point).

Interested candidates should email their résumé by March 10, 2017 to:

jobs@conservative.ca

or

Pauline Lajoie
Conservative Party of Canada
130 Albert St., Suite 1720
Ottawa, ON, K1P 5G4

*Only candidates selected for an interview will be contacted.
We thank all applicants for their interest and support of the Conservative Party of
Canada.*