



INTERNATIONAL  
COFFEE  
ORGANIZATION

ED 2399/22

6 April 2022  
English only

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**Post of Translation and Documents  
Coordinator**

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Translation and Documents Coordinator.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 27 April 2022**. Due to the high volume of applications we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.



### ADMINISTRATIVE OFFICER P-01/P-02

<b>Posting Title:</b>	Translation and Documents Coordinator
<b>Grade Level:</b>	P-01/P-02
<b>Department/Office:</b>	Administration Division
<b>Duty Station:</b>	London, United Kingdom
<b>Type of contract:</b>	Fixed-Term – Locally recruited (1 year with possibility of extension)
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date for Application:</b>	27 April 2022

### Responsibilities

#### DUTIES AND RESPONSIBILITIES

Responsible to the Head of Finance and Administration and within the framework of the delegated authority, the incumbent has first-line responsibility for the day-to-day management of the Documents Section and all aspects of the translation and production of official documents for the Organization, including but not limited to:

1. Overseeing the work of, guiding, motivating and assigning translations to freelance translators to ensure the production of documents in a timely manner; and adherence to guidelines for translation.
2. Proofreading and editing ICO documents for consistency, grammar, syntax and punctuation and fact-checking; formatting and layout follow in-house style; proposing changes for improvements; prioritizing work and posting documents on ICO website.
3. Closely working with the Head of Finance and Administration to ensure the efficient use of the Organization's resources, namely assessing the need for recruitment of translators and making proposals to that effect; arranging for tests and interviews of candidates and deciding on suitability; briefing new/temporary staff on work procedures, in-house style, layout and formats and related matters; as well as participating in the preparation of the budget of the section and Organization.

4. Managing and updating the email system of the ICO including contacts with ICO Members and all relevant bodies.
5. Liaising with other international organizations/agencies to exchange information and ideas on matters pertaining to translation, specialized software, hardware and equipment toward recommending “value for money” solutions.
6. Collaborating with heads of sections, in particular the Council Secretariat and the Secretariat and External Relations Officer, to discuss projects and needs; obtain up-to-date information and fact-checking with the Economics and Statistics Sections to obtain and check data.
7. Performing other related responsibilities, including replacing and/or backstopping for others within and outside the section as required.

**Level and purpose of contacts**

**Inside the Organization –**

Contacts with staff at all levels to discuss ongoing work and expected needs; guide, give advice and briefing on all aspects of translation, editing, in-house style and documents formatting to freelance translators and consultants; to enlist cooperation and facilitate mutual understanding.

**Outside the Organization –**

Contacts with officials from Members countries to give and, as appropriate, obtain information; translators and service providers to give and obtain information; with counterparts from international organizations/ agencies to exchange information and ideas.

	<b>Required Qualifications</b>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>- University degree in relevant fields (e.g. languages) or equivalent professional experience.</li> <li>- Excellent editing skills.</li> </ul>
<b>Language(s)</b>	<ul style="list-style-type: none"> <li>- Excellent command of the English language, oral and written, and of at least one, and preferably two of the other official languages of the Organization (Spanish, French and Portuguese).</li> </ul>
<b>Specialized Knowledge</b>	<ul style="list-style-type: none"> <li>- Extensive technical knowledge of desktop applications including Microsoft Office 365, spreadsheets and other relevant software, including ability to find solutions to problems encountered in documents received from outside sources.</li> <li>- Ability to work under pressure and to strict deadlines, as well as to deal with confidential issues.</li> <li>- Ability to maintain good working relations with staff and translators.</li> <li>- Initiative, methodical approach, tact and ability to work subject to strict deadlines.</li> <li>- Good organizational capabilities.</li> </ul>

### How to apply

The ICO only accepts duly completed applications sent to [ed@ico.org](mailto:ed@ico.org) by 27 April 2022 with:

1. A motivation letter,
2. A curriculum vitae using one of the following templates: <https://europa.eu/europass/en> or <https://europass.cedefop.europa.eu/editors/en/cv/compose> (online and saved),
3. Two references.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.ico.org](http://www.ico.org)

#### **No Fees:**

The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).

The ICO does not request any information related to bank accounts.