



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	French Translator	
Position Number(s)	Community(s)	Division/Region(s)
71-2543, 71-12928, 71-2729	Yellowknife	Francophone Affairs Secretariat

PURPOSE OF THE POSITION

The French Translator provides quality translation services using international French language standards and the appropriate terminology to GNWT departments, boards and agencies in all regions and to the NWT Legislative Assembly.

SCOPE

Located in Yellowknife, this position reports to the Manager, French Translation Services in the Francophone Affairs Secretariat.

The Secretariat provides support and advice to the Minister Responsible for Official Languages and serves as a central support agency for GNWT departments, boards and agencies for French language communications and services within the GNWT. It consists of 12 employees.

The French Translator provides highly proficient translations from English to French of texts that vary in complexity, subject matter and length. Translation services are provided to all GNWT departments, board and agencies at the headquarters and regional level. Translation services are also provided to the NWT Legislative Assembly.

The incumbent ensures that deadlines are respected and that translations are done according to the established standards.

The French Translator plays a key role in ensuring the GNWT meets its obligations for communication and service provision in French under the *NWT Official Languages Act* and the GNWT Strategic Plan on French-language Communications and Services.

RESPONSIBILITIES

1. Provide quality, highly proficient translation services from English to French of texts varying in complexity, subject matter and length.

- Study and analyze source texts to fully understand particularities in terms of meaning, style and the complexity of terminology.
- Determine the level of language required to meet the needs of the intended audience.
- Identify specific requirements and carry out research for appropriate reference/resource material as may be necessary.
- Perform terminological and documentary research in various reference materials, including linguistic data banks and documents previously translated by the translation unit.
- Produce a final version of the text and review it to ensure that the meaning of the translated text accurately reflects the intent of the original text and reads as though it was written in the target language.
- Discuss ambiguous passages with the other translators and the supervisor to clarify them and convey the full meaning of the original text.
- Discuss with clients any area that may give rise to questions and suggests alternative wording.
- Record terminology findings particular to northern culture and to the GNWT, such as position titles, names of departments, sections, divisions, programs, etc.
- Complete the appropriate terminology record in the established format with documentary and bibliographical notes for entry into the computerized terminology bank for future access.
- Produce completed texts at a rate that meets the standards set for his/her proficiency level.
- Keep up-to-date with new terminology, linguistic changes, neologism, toponyms, etc.
- Proofread the layout of their translations or the layout of a translation done by another member of the team or a contractor.

2. Provide consultation services on behalf of the GNWT concerning linguistic and terminological issues to other translators in the NWT and across Canada.

- Suggest terms, phrases, style and sentence constructions to other translators and the reviser.
- Review the work of other translators as requested by the Manager, French Translation Services and make recommendations for modifications to style or terminology as may be required.
- Provide linguistic or terminological information in response to inquiries from other Canadian jurisdictions.
- Explain the operations and availability of the French Translation Service to clients.
- Do voice-overs of texts he/she translated for broadcasting on radio and/or television (for example, Legislative Assembly sitting, public announcements, videos, etc.).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- The rules and principles that apply to the specialized field of written translation.
- The NWT *Official Languages Act* and the GNWT Strategic Plan on French-language Communications and Services.
- Knowledge of vocabulary and terminology associated with a variety of fields in which the GNWT operates.

Skills

- An advanced level of spoken and written bilingualism (French/English).
- Demonstrably effective communication skills in dealing with peers and clients.
- Expertise in research techniques and a good knowledge of the relevant reference material.
- Excellent time management skills in order to meet conflicting deadlines and give satisfactory service of a wide variety of clients.
- Computer skills and experience (MS Office Suite, Outlook, Terminology banks and internet).

Abilities

- Demonstrated ability to translate documents of varying complexity, subject matter and length.
- Demonstrated ability to review the work of other translators.
- Demonstrated initiative, self-motivated, able to work with minimal supervision.
- Initiative, teamwork and cooperation.

Typically, the above qualifications would be attained by:

- A Bachelor's degree in Translation and
- Two years of experience as a translator.

A Bachelor's degree in Linguistics is an asset.

The incumbent must be bilingual with the ability to speak, read and write in English and in French.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The job demands long periods of intense concentration and mental work combined with the pressure of meeting conflicting deadlines and delivering good services to clients.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check