



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	French Translator	
Position Number	Community	Division/Region
71-2543	Yellowknife	Francophone Affairs Secretariat / HQ

PURPOSE OF THE POSITION

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

SCOPE

Located in Yellowknife the French Translator 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.

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 suggest 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.).



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of rules and principles that apply to the specialized field of written translation.
- Knowledge of and/or the ability to acquire and apply knowledge of 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 relating to spoken and written bilingualism (French/English).
- Interpersonal and communication skills.
- Skilled in research techniques and knowledge of the relevant reference material.
- Organization and time management skills.
- Computer skills including MS Office Suite, Outlook, Terminology banks and internet.
- Ability to translate documents of varying complexity, subject matter, and length.
- Ability to review the work of other translators.
- Initiative, teamwork, and cooperation.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A bachelor's degree in Translation, and two (2) years of experience as a translator.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Position Security

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

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Indigenous Language - Not Specified

- Required
- Preferred