



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition start date: July 9, 2020

Position title: 2 Translator positions

Competition number: 9010-0009A-020: Term up to 12 months

Competition number: 0010-0005A-020: Indeterminate
Please note: As a result of the PSAC Workforce and Availability Analysis and in accordance with the PSAC Employment Equity Plan, the successful candidate for this appointment will be a qualified racially visible person.

Branch/Section: Communications, Political Action and Campaigns Branch, Language Services

Employment type: Term up to twelve (12) months and indeterminate

Position linguistic designation: Bilingual (English and French)

Position global linguistic level: Second language [CEFR](#) level: C1

Classification: Band 10

Salary: \$82,127 – \$ 92,435 plus \$1,486.43 bilingual allowance (Expired salary)

Group: Unifor 2025

Location: Ottawa

Note: Please indicate the associated competition number on your application.

Reporting to the Language Services Supervisor, the translator is part of a dynamic team responsible for providing high-quality language services in French and English to the various sections of Canada's largest federal public service union. We are looking for an experienced candidate to translate and adapt a wide range of sometimes highly technical material (releases, administrative reports, collective agreements, financial statements, ads, videos, online courses, etc.). The ideal candidate will have strong judgment, initiative, flexibility and interpersonal skills required to work in a team environment, prioritize work and meet tight deadlines.

Purpose of position

To translate a variety of documents from English to French mainly, but also from French to English.

Qualifications

Education/Experience:

- B.A. in translation and five years translation experience or equivalent studies and experience.

Knowledge:

- Practical knowledge of the technical field of translation involving specialized, complex techniques and documented textbook concepts.
- Basic knowledge of trade union roles, objectives and activities.
- Some familiarity with labour relations terminology.

Abilities:

- Bilingual as per the Common European Framework of Reference for Languages (CEFR) level indicated above
- Strong ability to resolve problems encountered during research, translation and revision.
- Ability to use translation tools and standard office software.
- Ability to work independently as well as cooperatively with others in a team environment.

Personal suitability:

- Understanding and commitment to trade union and equity principles.

A detailed job description is available at: psacunion.ca/jobs-psac.

Area of search – This competition is open to:

Employees of PSAC, Components, and PSAC Holdings Ltd.	Members giving PSAC membership number	General public
Closing Date: August 4, 2020 at 3:30 p.m. (Eastern time)		

How to apply

To apply online please submit your application to: hractionrh@psac-afpc.com. Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position.

Note

The Public Service Alliance of Canada is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. Applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email hractionrh@psac-afpc.com.

Please note that if you are found unqualified at any step of this competition (i.e. written exam, interview and/or exercise) you will need to wait 180 calendar days from the date of Human Resources' written notification of being found unqualified before you will be screened-in to a competition for a similar position.