



French Translator-Reviser

Department Information

The Department of Education, Culture and Employment (ECE) provides the residents of the Northwest Territories with access to quality programs, services and support to assist them in making informed and productive choices for themselves and their families with regard to education, training, careers, employment and labour, child development, languages, culture and heritage.

Job Information

The French Translator-Reviser provides quality translation and revision 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. Located in Yellowknife, this position reports to the Manager, French Translation Services in the Francophone Affairs Secretariat.

The French Translator-Reviser 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 French Translator-Reviser also provides revision services of texts translated by other French Translators-Revisers, French Translators, external contractors and, from time to time, Junior Translators.

The French Translator-Reviser 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.

Critical Knowledge, Skills and Abilities:

- The rules and principles that apply to the specialized field of written translation.
- The NWT Official Languages Act and the GNWT Strategic Plan of French-language Communications and Services.
- Demonstrated ability to translate complex documents (for example, paralegal, financial, economic, health, or education related).
- Demonstrated ability to revise documents translated by other translators.
- Demonstrated initiative, self-motivated, able to work with minimal supervision.
- Initiative, teamwork and cooperation.
- Ability and experience in coaching, mentoring, and training others.

Typically attained by:

- A Bachelor's degree in Translation and
- Two years of experience as a translator, plus one year of experience as a reviser in a supervised work environment.

Affirmative Action

Candidates must clearly identify their eligibility in order to receive priority consideration under the Affirmative Action Policy.

Criminal Records Check

Employment in some positions requires an acceptable criminal records check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Bilingual

This job opening requires candidate to be fluent both orally and written in both English and French.

Diversity and Inclusion

The Government of the Northwest Territories is an inclusive workplace. If you have a disability and you require support during the hiring process, you are encouraged to identify your needs if you are contacted for an assignment or interview so that you may be accommodated during the hiring process.

Eligibility

Eligibility lists may be created from this competition to fill future term and indeterminate positions.

Equivalencies

Equivalent combinations of education and experience will be considered.

Job Opening Information

Job Opening ID # 20529

Closing Date: July 25, 2021- 23:59, Mountain Time

Salary Information

The salary range for this position is from \$44.63 per hour to \$51.98 per hour (approximately \$87,028 - \$101,361.) plus an annual Northern Allowance of \$3,700.

GNWT Inquiries

Inquiries Only:

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Note: If you do not receive electronic notification confirming receipt of your application, please follow up via telephone.