



EMPLOYMENT OPPORTUNITY

Assembly of First Nations

Translator

Refer to Competition Number 2022-OA-1

Internal/External

Description:

The Assembly of First Nations (AFN) is seeking a highly skilled motivated translator to produce high quality translation for a variety of documents and materials from English to French, and in some cases, French to English. Examples include but are not limited to : AFN's website, promotional material, press releases, pamphlets, materials for meetings, conferences, conventions, job postings and other materials related to HR, IT and Communications.

The incumbent will receive oversight and direction from the Senior Translation Coordinator and act as back up when required. The Translator is the first point of contact for internal translation requests to support Human Resources, IT and Communications.

The Translator is responsible for reading original materials and documents and to rewrite in the target language ensuring the content, meaning and feeling of the original source text is retained in the translation; identifying conflicts related to the meanings of words, phrases or concepts when translating between languages and in collaboration with the Senior Translation Coordinator, resolve these conflicts; compiling terminology and information about the content and context of information to be translated, including technical terms such as legal or medical material; and, other requirements as directed.

Who Can Apply:

Qualified persons of Indigenous ancestry will be given preference in accordance with s16(1) of the *Canadian Human Rights Act*. Indigenous applicants are asked to self-identify in their cover letters.

Qualifications:

Applicants must possess:

- A university degree in French-English Translation or, an equivalent study recognized degree or certificate in translation or an acceptable equivalent combination of related experience and education.
- ATIO, OTTIAQ and/or CTTIC certification an asset.
- A minimum of 3 years experience translating from English to French.
- Advanced knowledge of the English and French languages with the ability to write and speak appropriately and professionally in each.
- Experience working in a First Nations community or organization is an asset.
- Strong knowledge of different styles of writing and principles of editing in both English and French.
- Strong knowledge of the sentence structure of indirect speech and different figures of speech in the source language like hyperbole, irony and double entendre.
- Excellent attention to detail and ability to recognize errors.
- Strong research and analytical skills
- Demonstrated knowledge and ability to apply effective research techniques
- Excellent work ethic, strong sense of confidentiality and sound judgment.
- Knowledge of key translation software.
- Knowledge and understanding of First Nations cultures, concerns and issues is an asset.
- Sound planning and organization skills with the ability to multi-task while working under pressure and with competing deadlines.



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Other Job

Requirements: The AFN requires proof of COVID-19 vaccination as a condition of employment.

Salary Range: AFN offers a competitive salary and attractive benefits and pension plans.

Location: Ottawa, Ontario. Please note that the AFN is working to ensure the health, safety, and well-being of our employees. Our offices have re-opened as of April 4th and are presently operating under a hybrid approach.

Employment Status: Permanent, full-time.

Closing Date: May 31 at 5:00 p.m. EST

Individuals who feel they are qualified are invited to submit a cover letter (quoting the above reference number) along with a current resume, salary expectations and the names of three (3) references to whom you've reported directly to [BambooHR](#).

Only those candidates short-listed for an interview will be contacted. The AFN reserves the right to cancel, postpone, or revise employment opportunities at any time.