

This information is provided through the International Association of Conference Translators (AITC) for circulation to anyone who may know of potential applicants.

* * * * *

UN Secretariat: Language competitive examinations In 2015

The United Nations Secretariat has announced its 2015 schedule of language competitive examinations (LCEs) for translators, précis-writers, report-writers, editors and verbatim reporters:

<https://careers.un.org/lbw/home.aspx?viewtype=LCRWN>

Examination centres are organized at New York, Geneva, Paris and other locations around the world.

In the UN Secretariat, it is mandatory for candidates for posts of translators, précis-writers, report-writers, editors and verbatim reporters – at all levels – to have passed the corresponding UN Secretariat language competitive examinations. The competitions are held from time to time to draw up rosters of language specialists qualified for recruitment. Initial recruitment is typically at grade P2 or P3, depending on the translator's experience. Successful candidates may be assigned to the main UN Secretariat duty stations of Geneva, Nairobi, New York and Vienna, as well as the economic commissions in Addis Ababa, Bangkok, Beirut and Santiago administered by the UN Secretariat.

Having passed one of the UN Secretariat's competitive examinations is generally not a requirement for recruitment by specialized agencies of the United Nations system (the World Bank, IMF, WHO, ICAO, UPU, ITU, IMO, UNESCO, etc.). Nor is it generally a requirement for recruitment by courts and tribunals administered outside the UN Secretariat (the ICJ, ICTY, ICC, ITLOS, etc.). Those bodies organize their own examinations. Still, someone who has passed one of the UN Secretariat's competitive examinations may find it an asset when applying for vacancies in those other bodies.

All applicants must start the LCE process by creating a personal history profile using the UN Secretariat's Inspira on-line application system. Creating an Inspira profile takes a great deal of time. Prospective applicants are advised to prepare their Inspira profile as early as possible so that it is ready to submit as soon as the Inspira website announces that applications are being accepted for the competition in question.

Listed below are key information access points at UN Secretariat websites.

- UN Secretariat LCE careers portal:
<https://careers.un.org/lbw/home.aspx?viewtype=LE>
- Description of the LCE application process:
<https://careers.un.org/lbw/home.aspx?viewtype=LCRWHA>
- Registration in the Inspira application system, as the initial step in preparing a personal profile:
<https://careers.un.org/lbw/home.aspx?viewtype=CYJA>
- Brochure on how to use Inspira:
<http://www.un.org/Depts/OHRM/examin/createphp.doc>
- Instructional video on Inspira:
<https://careers.un.org/lbw/media/jobapplication/en-US/index.htm>
- Self-study guide:
<http://www.unlanguage.org/LE/Tips/Translators/default.aspx>

- Description of précis-writing (an additional function translators are expected to perform):

<http://www.unlanguage.org/Careers/Translators/Precis/default.aspx>

- United Nations Multilingual Terminology Database:

<http://untermportal.un.org/portal/welcome>

- Information on the United Nations Common System of Salaries, Allowances and Benefits, which applies to the UN Secretariat and most (though not all) other bodies of the United Nations system:

<http://icsc.un.org/secretariat/sad.asp>

- Bodies making up the United Nations system:

http://www.un.org/en/aboutun/structure/pdfs/UN%20system%20chart_lettercolor_2013.pdf

* * * * *

The International Association of Conference Translators (AITC) is the professional association of translators, revisers, précis-writers, report-writers, editors and terminologists employed by international organizations (see <http://www.aitc.ch>).