

**Service New Brunswick**  
**PB 5 / Senior Translator (English to French)**  
**R85-2021/22-637**  
**Open**  
**Flexible Work Location in New Brunswick**

Service New Brunswick is seeking an individual to join the New Brunswick Translation Bureau, Enterprise Services division, as a Senior Translator, English to French, working in New Brunswick.

As a member of the Translation Bureau's team, the successful candidate will translate documents of varying degrees of complexity while complying with the Bureau's standards of quality and quantity and meeting the imposed deadlines. The successful candidate will also contribute to the in-house terminology database and *Style Guide*, communicate effectively with clients, and have good time management skills. The successful candidate will also revise the work of colleagues and freelancers and be expected to assist and advise colleagues, as well as supervise them when the reviser is absent. The candidate will also support the reviser in managing the various operations of the unit.

**Please ensure that you indicate the competition number R85-2021/22-637 when applying.**

**ESSENTIAL QUALIFICATIONS:** University degree in translation and a minimum of five years of work experience in translation; or a related university degree and a minimum of eight years of work experience in translation. An equivalent combination of education, training and experience will be considered.

**Written and spoken competence in English and French is required. Please state your language capability.**

Applicants must clearly demonstrate the essential qualifications to be given further consideration. **Please state your language capability on your application and ensure that preferred language for assessment is clearly identified.**

**ASSET QUALIFICATIONS:** Preference may be given to candidates that demonstrate:

- **Preference may be given to candidates who are certified with a Canadian professional association in translation.**

Subject to the response to this competition, candidates may be required to demonstrate on their application one or more of the asset qualifications in addition to the essential qualifications in order to be given further consideration.

**OPERATIONAL REQUIREMENTS:** The following operational requirement(s) is also required:

- On occasion, travel throughout the province of New Brunswick will be required.
- This position may require limited flexibility in working hours, with occasional weekday evening or weekend work.

**BEHAVIOURAL COMPETENCIES:** The successful candidate will possess the following behavioural competencies:

- Client Service Orientation
- Commitment to Learning
- Information Seeking
- Self-confidence
- Team work and cooperation

**TECHNICAL COMPETENCIES:** The successful candidate will possess the following technical competencies:

- Ability to Use Office Technology, Software and Applications
- Planning and organizing skills
- Written communication
- Experience with the techniques, tools, and procedures used in the profession.

Résumés should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

Salary: \$ 57 382 - \$ 80 132 annually – Pay Band 5 - Management and Non-Union Pay Plan.

**We strongly encourage you to submit your application via the online portal <https://www.ere.gnb.ca/competition.aspx?lang=E&t=Y>, by using the “Apply Online” button, to increase the efficiency and maintain a consistent candidate experience. Please ensure your application is complete by September 12, 2021 and indicate competition number R85-202122-637.**

In the unlikely event that you experience technical difficulties or are unable to complete your application online, you can submit your application documents to [hr-rh@snb.ca](mailto:hr-rh@snb.ca) or by mail at the below address.

Service New Brunswick  
Human Resources  
850 Lincoln Rd  
PO Box 1998  
Fredericton, NB E3B 4Z7  
Telephone: (506) 457-3580

We thank all those who apply however only those selected for further consideration will be contacted.

Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

We promote a scent-reduced environment.

We are an Equal Opportunity Employer.

*The New Brunswick Public Service: Improving the lives of New Brunswickers every day!*