



Public Service Resourcing System

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Technical Writer (French) Translator

Reference number: ERG21J-022610-000020

Selection process number: 21-ERG-EA-0147

Canada Energy Regulator

Calgary (Alberta)

This position may be suitable for telework.

NB-09, TR-03

Term (Approximately 2 years)

\$87,540 to \$106,500

For further information on the organization, please visit [Canada Energy Regulator](#)

Closing date: 11 October 2021 - 23:59, Pacific Time

Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

The Canada Energy Regulator works to keep energy moving safely across the country. We review energy development projects and share energy information, all while enforcing some of the strictest safety and environmental standards in the world. Headquartered in Calgary, Alberta with regional offices in Montréal, Vancouver and Yellowknife, the CER has approximately 500 employees.

The CER is recognized as one of Canada's Top 100 Employers in a national competition to determine which employers lead their industries in offering exceptional workplaces for their employees.

** This position may be suitable for telework.

Duties

Reporting to the Group Leader, Translation, the incumbent translates, from English to French, documents destined to external and internal publics. These documents are specialized and complex in that they are technical and/or regulatory in nature. The translation activities must be performed in accordance with federal legislation and CER values, policies and practices concerning official languages.

The incumbent may also perform Official Languages-related tasks, such as promoting bilingualism through activities for staff, reminding staff of Official Languages obligations and contributing to the preparation of required reports and documentation.

Intent of the process

A pool of candidates may be created. Qualified candidates may be used to staff other similar positions at an equivalent or lower level on a term, indeterminate or acting basis. Appointment of qualified candidates will be based on the assessment results of the essential or essential and asset qualifications and with regard to breadth and depth of experience.

Positions to be filled: 1

Information you must provide

Your résumé.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Education: Undergraduate or graduate degree in translation from English to French, from a recognized university, or an undergraduate degree in a field related to the position (such as journalism, engineering) from a recognized university combined with approximately 10 years of professional English to French translation experience in the private or public sector, under supervision.

Degree equivalency

The following will be applied / assessed at a later date (essential for the job)

Bilingual - Imperative (PPP/PPP)

(PPP/PPP) Specialized proficiency in English and French is required for this position.

Information on language requirements

Second Language Writing Skills Self-Assessment

In order to help you decide if you should apply to a bilingual position, an optional self-assessment of your writing skills in your second official language is available for you to take before completing your application.

For more information, please consult:

[Unsupervised Internet Test of Second Language Writing Skills](#)

Experience:

E1 Significant* experience working as a professional translator from English to French in the private or public sector, under supervision.

E2 Significant* experience in translating complex information documents with a technical component.

E3 Experience in revising translations done by others.

*Significant experience is defined as experience normally acquired through full-time employment over a period of at least eight continuous years.

Organization-wide and Business Competencies:

OC1 Leadership and Teamwork: (Proficiency Level: Apply)

- Establishes effective working relationships.

OC2 Accountability and Results Orientation: (Proficiency Level: Apply)

- Sets and meets deadlines and takes personal accountability for results.
- Pro-actively identifies potential problems and vulnerabilities and considers risks in decision making and action.

OC3 Written Communication: (Proficiency Level: Guide)

- Communicates clearly, concisely, and effectively with co-workers and clients in writing.

OC4 Oral Communication: (Proficiency Level: Guide)

- Communicates clearly, concisely, and effectively with co-workers and clients verbally.

OC5 Initiative and Adaptability to Change: (Proficiency Level: Apply)

- Achieves efficiencies through appropriate risk-taking assessments.

Technical Competencies:

TC1 Language Services: (Proficiency Level: Apply)

- Coaches and mentors translation resources to ensure maintenance of quality standards in translation.
- Assesses and rates the skills and capabilities of external translators and recommends the retention of the highest-quality translation resources possible.
- Revises translations produced by others.

Competency Level Definitions

Apply is defined as demonstrating sound understanding of the competency and ability to apply and contribute.

Guide is defined as thorough knowledge and capability of the competency. Able to influence and guide others in its application.

The following may be applied / assessed at a later date (may be needed for the job)

Asset Qualifications

AQ1 Experience in translation of legal, regulatory, energy or other scientific or complex documents

AQ2 Experience working with SDL Trados Studio

AQ3 Designation as a Certified Translator with a provincial association

AQ4 Experience in applying the Official Languages Act to the work environment

Organizational Needs: Preference may be given to qualified candidates self-identifying as Aboriginal Persons, Visible Minorities, Women and/or Persons with Disabilities.

Conditions of employment

- 1) Must obtain a reliability security clearance and be willing to undergo, successfully pass and maintain a secret security clearance.
- 2) Compliance with the CER's Code of Conduct is required.

Note: It is strongly recommended that potential applicants read and consider the CER's Code of Conduct prior to applying. This document is available on the CER Website <http://www.cer-rec.gc.ca/code-of-conduct>.

3) Must be willing and able to travel and to work overtime when required.

4) Must be willing to move within and between business units and teams, based on operational requirements and/or as individual development needs are identified.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

1. The CER has a classification system that differs from the greater public service. This NEB-09 position is similar to a TR-03 in terms of salary range only. The benefits offered, including relocation assistance, may be significantly different than those offered in the greater public service. This position is subject to CER's Professional Institute of the Public Service of Canada Collective Agreement.

2. Application Requirements: Applicants must submit, by the closing date, a resume and cover letter clearly demonstrating how they meet the essential qualifications of education and experience. Applicants are strongly encouraged to demonstrate how they also meet the asset qualifications. Asset qualification(s) may be used at any point in the selection process (screening and/or assessment). Failure to provide sufficient information will result in applicants being screened out.

PLEASE NOTE: Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users. Our intention is to communicate with applicants by e mail for assessment purposes including sending invitations for written tests, interviews and issuing selection process results.

3. Assessment: You may be assessed using one or more of the following tools: your application, written examination, interview(s), reference checks and interactions with internal staff during the process and personal knowledge. Top down selection may be used during any stage of the selection process.

4. Appointment Requirements: Candidates must meet each essential qualification and the conditions of employment to be appointed to the position. A person may be appointed to the position even though they do not meet any or all of the asset qualifications, organizational needs or operational requirements; however, meeting

these criteria is desirable and may be a deciding factor in choosing right fit for appointment.

5. Salary: Effective 1 November 2020 NEB-09, \$87,540 to \$106,500 (subject to revision)

The CER has the following forms of additional compensation that are separate from base salary, the eligibility for which is determined, in accordance with the provisions in the collective agreement or terms and conditions of employment for the duration period specified:

- annual performance pay which includes elements of individual performance (60% of payout) and corporate performance (40% of payout)

6. Terms of Employment: This position has been allocated and applies to the bargaining unit represented by the CER Professional Institute of the Public Service of Canada.

7. Proof of Education: Proof of education is required prior to appointment. If you were educated outside of Canada, you must have your certificates and/or diplomas assessed against Canadian education standards. Please contact the Canadian Information Centre for International Credentials (CICIC) for more information www.cicic.ca.

Equivalencies granted by the Canadian provincial authorities with respect to Applied (Bachelor's) Degrees by colleges and technical institutes (i.e., in Ontario, British-Columbia, Alberta & Manitoba) must always be accepted as equivalent to bachelor's degrees granted by universities in the provinces concerned.

8. Organization Future Needs: The CER is committed to having a skilled and diversified workforce representative of the population we serve. In support of our strategy to achieve our employment equity goals, selection may be limited to candidates self-identifying as belonging to one of the following Employment Equity groups: Aboriginal Persons, Visible Minorities, Women and Persons with Disabilities.

9. Head Office Location – Calgary, AB: 210, 517 10th Avenue SW

Preference

Preference will be given to veterans first and then to Canadian citizens and permanent residents, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

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

Contact information

Human Resources Services

cer.hr@cer-rec.gc.ca

The CER requires applicants to submit their application online. Applications received via email will be rejected. Please submit your application by clicking "Apply Online".

La Régie exige que les candidats posent leur candidature en ligne. Les candidatures transmises par courriel seront rejetées. Veuillez cliquer sur « Postuler en ligne » pour présenter votre candidature.

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