



Service New Brunswick
PB 4 / Intermediate Translator (English to French)
OR
PB 5 / Senior Translator (English to French)
R85-2022/23-789
Open
Flexible Work Location in New Brunswick

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

As a **Senior Translator**, the successful candidate will be responsible to translate difficult, complex, and urgent documents in compliance with the Bureau's standards of quality and quantity to meet deadlines set by or agreed upon with clients. The successful candidate will also contribute to in-house terminology database and *Guide de rédaction*, communicate effectively with clients, and have good time management skills. He/she will revise the work of colleagues and freelancers and will 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.

As an **Intermediate Translator**, the successful candidate will be responsible to translate various documents in compliance with the Bureau's standards of quality and quantity to meet deadlines set by or agreed upon with clients. The successful candidate will also contribute to in-house terminology databases and *Guide de rédaction*.

Please ensure that you indicate the competition number R85-2022/23-789 when applying.

ESSENTIAL QUALIFICATIONS

Senior Translator: 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.

Intermediate Translator: University degree in translation and a minimum of two years of work experience in translation; or a related university degree and a minimum of five 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.

Annual Salary:

Senior: \$61,204 - \$85,514 annually – Pay Band 5 - Management and Non-Union Pay Plan.

Intermediate: \$53,456 - \$74,776 annually – Pay Band 4 - Management and Non-Union Pay Plan.

We strongly encourage you to submit your application via the [online portal](#), by using the “Apply Online” button, to increase the efficiency and maintain a consistent candidate experience. Please ensure your application is complete by January 18, 2023 and indicate competition number R85-2022/23-789.

This competition may be used to fill future vacancies at the same level.



PO Box 1998
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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.

Check out what it is like to work at the Government of New Brunswick, where we are working together as [One Team One GNB](#) to improve the lives of New Brunswickers every day!

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