



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250688

Vacancy Number: G01/25

Post Number: OSC ZSSL 0030

Job Title: Principal Interpreter

NATO Grade: 19

Basic Monthly Salary (12 x per year): 8,630.64 €, tax free

Closing Date: Sunday 11 May 2025

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Management Directorate (MGT) primary focus is to provide all the necessary staffing and real-life support functions to enable SHAPE to deliver its critical outputs as a Strategic Military HQ. The Directorate acts as the HQ's conduit to member nations (through NMRs) and to host nation authorities.

The Base Support Group (BSG) ensures an adequate infrastructure exists to support the operational requirements of all NATO and NATO related entities located within the SHAPE campus. The Base Support Management Branch (BSM) provides overall management support and co-ordination in all branches within BSG.

The Linguistic Services Section (LIN) ensures that SHAPE is able to communicate internally and externally in more than one language in peacetime, crisis and conflict.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) If qualified, interprets in every mode in which qualified from French to English and *vice versa*;
- 2) Translates and revises translations at a full professional standard not requiring guidance from French to English;
- 3) If qualified, occasionally translates from desirable language(s) to English;

- 4) When necessary, devises terminology to cover new concepts, initiates research in relevant fields;
- 5) Gives editorial assistance to authors of texts;
- 6) Keeps abreast of issues related to NATO and ACO policies;
- 7) Maintains a knowledge of specific and technical fields and the related terminology;
- 8) Compiles or supervises the compilation of relevant glossaries;
- 9) Contributes to the training of linguists;
- 10) Assists in testing/tests candidates for translator and interpreter posts, as requested.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.

ESSENTIAL QUALIFICATIONS

Professional/Experience

- 1) Six years' experience working as a professional interpreter or translator, preferably in a comprehensive linguistic service.
- 2) Ability to translate general and technical texts from French to English at a high standard of quality.

Education/Training

University Degree and 6 years of post-related experience or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 8 years of post-related experience.

Language

English - SLP 4444 (*Listening, Speaking, Reading and Writing*)

French - SLP 4444 (*Listening, Speaking, Reading and Writing*)

DESIRABLE QUALIFICATIONS

Professional Experience

- 1) Ten years' experience working as a professional interpreter, reviser or translator, preferably in an in-house linguistic service.
- 2) Experience translating under the regular, sustained guidance of a reviser or team of revisers on a daily/weekly basis.
- 3) Experience working as a linguist in an international, treaty-based organization (e.g. any NATO body, any of the Coordinated Organisations, the United Nations, etc.), or in-house at a company.
- 4) Experience working as a linguist at a governmental or non-governmental body or in-house in the private sector or running a professionally-structured translation business full-time.
- 5) Experience working on large translation projects.
- 6) Sound knowledge of the NATO Alliance, NATO bodies and any related terminology (e.g. within Allied Command Operations). Experience coordinating terminology with other linguists.
- 7) Working knowledge of TRADOS Studio SDL, Multi-Term database and/or similar memory and terminology tools, or alternatively, assisting with the design of conference facilities, interpretation booths, etc.

- 8) Membership in a professional translators association or graduate studies in the field of translation or in related field related to translation would be an asset.

Language

English: educated mother-tongue level

French: excellent knowledge

ATTRIBUTES/COMPETENCIES

Personal Attributes

- Thought and Judgement: uses professional judgement when understanding and then rendering the meaning of texts to be translated or revised, or alternatively, spoken remarks to be interpreted, when selecting appropriate phraseology and terminology in the target language and while performing his/her other duties. Must have an exceptional ability to write in a strong English style, displaying perfect command of English, and must remain abreast of developments in that language.
- Adaptability: he/she must be capable of handling linguistic tasks in many different subject areas and of adopting new working practices or technology. Must be able to think laterally, to innovate and to be sensitive to emerging problems. Must be a self-starter.
- Rigour and Attention to Detail: values quality of output and whether translating (or if applicable, interpreting) carefully crafts output to communicate both accurately and effectively while keeping the “big picture” in mind.
- Team Orientation: when working as a translator, is able to work in tandem and accept the challenge and growth inherent in the revision process. When working as an interpreter, if qualified as an interpreter, works for the benefit of the team and under the leadership of the Section Head (Chief Interpreter). Seeks to give credit to others and to be a helpful colleague. Values other team members and prioritizes team outputs over individual acclaim. Displays maturity navigating issues involved in working as a team with other linguists.
- Versatility and Depth of Expression: demonstrates versatile word choice and phrasing when translating or writing or interpreting or speaking. Pays attention to appropriate register and possesses deep resources of vocabulary, phrasing and structure when producing written or spoken output.
- Tact & Professionalism: the incumbent employs tact and diplomacy in dealing with requestors of services and other offices when coordinating terminology and other matters, and working on behalf of document authors, service requestors and conference organizers as well as national and NATO representatives in committees and working groups. Incumbent displays professional maturity understanding both customer and performance requirements.

Professional Contacts

With work associates and authors/offices of primary responsibility of texts to be translated or edited, representatives of nations and other NATO bodies on NATO or ACO committees. Liaises with other offices in the headquarters and with linguistic colleagues in other NATO and ACO bodies at various levels.

Contribution to Objectives

Makes a major contribution to achieving the objectives of the Linguistic Service to which he/she is assigned.

REMARKS:

Applicant is advised that in typical year, the workload for this post is predominantly written translation.

Applications from translators or revisers wishing to learn consecutive and/or simultaneous interpretation during the initial Definite Duration Contract will be considered as well as applications from dedicated translators and revisers or applications from conference interpreters.

Duration of Contract: serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc.) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a security clearance and a medical certificate.

Remarks:

- A. Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.
- B. Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
- C. Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by no later than the vacancy's closing date.
- D. Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- E. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.