JOB DESCRIPTION

Position title	**Linguistics Specialist**
Volume of employment and working time	• Full time employment; • Working time in accordance with the Employment Contract, Internal Rules of the Permanent Secretariat of the Intergovernmental Commission TRACECA (PS) and orders/instructions of the PS Secretary General (SG). • In the absence of the Linguistics Specialist her duties requiring urgent decisions shall be entrusted to the Secretary/Translator or the person assigned by the Head of International and Internal Affairs Division of the PS in the established order.
Salary size	• According to the Employment Contract.
Main working relationship	• Responsible directly to the Head of International and Internal Affairs Division of the PS; • Establishes working relationship with the PS Experts and other staff members of the PS;
Objective of position	• Ensuring professional translation of all PS documents into the PS official languages (Russian and English); • Interpreting at the conferences, sessions, meetings and the PS bilateral meetings; • Ensuring the authenticity of the texts of all PS documents in the PS official languages.
Main duties and tasks of the position	• Translating and ensuring the authenticity of all types of internal documents of the PS IGC TRACECA according to coordination with the Head of International and Internal Affairs Division, namely: *- documents, developed by the PS staff personnel,* *- documents for the IGC TRACECA meetings;* *- documents for the PS meetings (meetings of the National Secretaries) of the IGC TRACECA;* *- documents for the Working (Experts') Groups meetings;* *- institutional documentation of the IGC and PS;* • Translating technical assistance projects, information materials (magazines, booklets, brochures), required for realizing the objectives of the IGC TRACECA Strategy; • On the inquiry of the SG and the PS staff – translation of the reports, comments, statements, technical discussions, research and analytical documents, minutes and other documents of international organizations, associations, institutions, state bodies related to the objectives and tasks of TRACECA; • Interpreting during the TRACECA events with participation of the PS staff, foreign experts, managers and representatives of the projects and other officials; • Providing for quality translation of the PS documents performed by the PS staff, including stylistic and spelling editing; • Quality control of the translated information which is placed on the TRACECA web-site. • Compiling and supplementing the TRACECA Glossary placed on the TRACECA web-site; • Analysis of information materials in a foreign language; • Archiving and storing her own work related to the PS activities; • Compliance with the requirements of implementation standards and labour discipline.
Minimum qualification requirements	• Diploma of the Higher Linguistics Education, specialized in foreign languages; • Specialized translator's qualifications in compliance with international

	standards (Higher Courses for Translators-Interpreters, other); • Knowledge of standard computer office software.
Required skills and capabilities	• Proficiency in the Russian and English languages. Fluency in the Azerbaijani language is an advantage. • Knowledge of the terminology in the field of transport in the Russian and English languages; • Performance of the functions in compliance with the established rules, as well as the ability to work in a team; • Good analytical skills.

Full name: _____

Date: «___» _____ 20__

Signature: _____