

---

## Translation from English into Spanish - Office of the Director

### Duties and Responsibilities

Under the supervision of the Office of the Director, the intern will undertake the following tasks inter alia:

- Translate a variety of texts from English into Spanish to convey original meaning and tone;
- Contribute to glossary on disarmament-related terms;
- Read material and research disarmament-specific terminology;
- Convert text and audio recordings from English into Spanish; and/or
- Perform other tasks required by supervisor.

### Competencies

#### Planning and Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

#### Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

#### Commitment to continuous learning:

- Keeps abreast of new developments in own occupation/profession
- Actively seeks to develop oneself professionally and personally
- Contributes to learning of colleagues and subordinates

- Shows willingness to learn from others
- Seeks feedback to learn and improve

## **Required Skills and Experience**

### Education:

- Student must be enrolled in a B.A., Masters or Doctorate Programme or equivalent academic programme for the entire duration of the 6-month internship.

### Languages:

- Excellent command of both Spanish and English (written)
- Spanish as a mother tongue is required

No previous experience is required. Volunteerism and extracurricular activities will be looked upon favourably.

UNLIREC will only contact those persons pre-selected for the position.