

**Student Translation Externship  
(12-week position)  
CONFERENCE DIVISION**

<b>Date of issue:</b>	.....
<b>Deadline for applications:</b>	None – Rolling applications
<b>Entry on duty:</b>	As arranged
<b>Rate of pay:</b>	Unpaid – extern to receive academic credit only
<b>Contact information:</b>	<p>This is an unpaid position open to university degree students enrolled on degree courses in foreign languages, translation, terminology, editing, linguistics or similar subjects who are looking to gain work experience in translation in an international organization. There will be no expectation of a further contract at the end of this assignment.</p> <p>In order for a student to be able to apply for this position, they must be enrolled at a university which has an existing requirement for or option to gain practical experience as part of their degree. The externship will be conducted on-site at IMO Headquarters, in London. The student is personally responsible for obtaining the necessary visa. No living or travel expenses will be paid by the Organization.</p>
<b>Purpose of the position:</b>	<p>The main purpose of this position is to enable students to acquire practical translation experience in the fast-moving, multicultural environment of a specialized UN agency. Students will also familiarize themselves with the computer-assisted translation (CAT) tools used at IMO.</p> <p>Tasks will include:</p> <ul style="list-style-type: none"><li>a. under the guidance of an experienced member of the Conference Division, translating IMO documents on a broad range of technical, political, scientific, administrative and legal issues;</li><li>b. learning how to use IMO terminology and text databases, as well as CAT tools and UN systems used at IMO;</li><li>c. learning about the compilation and classification of IMO documents;</li><li>d. reviewing and analysing different IMO text types, and studying aspects of phraseology, terminology, drafting and style;</li><li>e. learning about the different stages of the translation, editing and revision processes; and</li><li>f. attending training sessions on terminology, text and reference management in the Terminology and Reference Section.</li></ul>
<b>Specific academic skills:</b>	<p>Students in their final year of a university degree in foreign languages, translation, terminology, editing, linguistics or similar subjects. The university in which the student is enrolled must have a pre-existing mandatory or elective option for practical experience as part of its degree requirements.</p>

### Language skills:

Perfect command of one official language of the United Nations; this is considered the candidate's main language. Arabic, Chinese, French, Russian and Spanish translators must have excellent knowledge of English. English translators must have excellent knowledge of French or Spanish. **Knowledge of an additional official language is desirable.**

Strong linguistic and analytical skills. Ability to draft clearly and concisely, in an elegant and consistent manner.

### Other skills:

Knowledge of or demonstrable interest in CAT tools would be an advantage.

### How to apply:

Applications must be accompanied by a covering letter stating reasons for applying for the position and any relevant experience. Applicants must also complete the Extern Conditions and Requirements form (also available from our website [www.imo.org/en/OurWork/ERO/Pages/Externships.aspx](http://www.imo.org/en/OurWork/ERO/Pages/Externships.aspx)) and send it with their application to the following email address: [ero@imo.org](mailto:ero@imo.org). Only applications submitted via email will be accepted. Please do **not** send applications via multiple routes.