



EUROPEAN CENTRAL BANK

EUROSYSTEM

## Traineeships for English Translators

Reference 2019-190-TRA

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<b>Type of contract</b>	Traineeship
<b>Who can apply</b>	EU nationals eligible for our traineeship programme ( <a href="https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html">https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html</a> )
<b>Salary</b>	The trainee grant is €1,070 per month plus an accommodation allowance.
<b>Working time</b>	Full-time
<b>Place of work</b>	Frankfurt am Main, Germany
<b>Closing date for applications</b>	20 November 2019

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### Your team

You will be part of the English Translation and Editing Section of the Directorate General Communications' Language Services Division. The Division comprises four sections and a Language Technology and Innovation unit. We are responsible for providing the ECB with linguistic expertise and support in the official languages of the EU, in close collaboration with the national central banks and national supervisory authorities.

Our editing and translation work covers a wide range of texts for expert audiences and the general public, and includes material for publication on our website and social media accounts, through which we make the ECB's work accessible also to non-expert readers.

In your role as Trainee Translator, you will be part of a team of English native speaker-standard translators/editors who provide translation, editing, proofreading and terminology services in/into English to support the ECB's communication activities and to help the ECB comply with its reporting obligations.

The ECB is an inclusive employer and we strive to reflect the diversity of the population we serve. We encourage you to apply, irrespective of your gender, gender identity, ethnicity, sexual orientation, age, religion, disability or other characteristics.

### Your role

As a Trainee Translator you will:

- produce high-quality translations from at least one official EU language into English of a broad range of materials in the fields of banking supervision and monetary policy;
- contribute to the drafting/editing of public communication and website content, including social media posts, for the general public;

- edit and proofread ECB materials in the fields of banking supervision and monetary policy which have been drafted in English by native and non-native speakers, correcting errors of grammar, consistency and style, and ensuring a high-quality finished product tailored to the target audience;
- contribute to developing clear writing initiatives, updating the ECB's English Style Guide, and providing linguistic and drafting advice in English.

The position offers you excellent opportunities to use state-of-the-art language technology tools in your daily work and to gain insight into the work of language services in an EU institution. You will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of European citizens.

### **Qualifications, experience and skills**

Essential:

- a bachelor's degree or higher in languages or translation;
- a native speaker standard (C2) command of English and an advanced (C1) command of at least one other official language of the EU, according to the Common European Framework of Reference for Languages (<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>);
- the ability to translate from at least one other EU official language into English;
- a sound working knowledge of MS Office, such as Word, Excel and PowerPoint.

Desired:

- a master's degree, or be close to completing it, in languages or translation;
- experience of editing and proof-reading English texts, either as part of a degree course or in a professional context;
- an interest or experience in drafting content for websites and social media;
- familiarity with translating using computer-assisted translation tools such as SDL Studio and an interest in machine translation;
- an intermediate command of one other official EU language;
- a broad general knowledge of current European affairs, with a particular interest in financial and economic matters.

You are curious and eager to learn, and want to further develop your ability to analyse complex information. You are keen to collaborate with others, pursue team goals and learn from other people's diverse perspectives. You strive to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

### **Further Information**

Traineeship of 12 months in total.

The recruitment process for this position will include a remote editing exercise and a telephone interview.

### **Application and selection process**

For further information on how to join us,

**<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>**.