



National Inquiry into Missing and Murdered Indigenous Women and Girls
National Capital Region

Group/ Level: TR-02 to TR-03
Salary range: \$60,053 - \$93,357

Closing date: August 10, 2018

Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for an experienced individual to fill the position of **Translator/Language Advisor**.

The National Inquiry is independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well-represented Indigenous workforce. We strongly encourage candidates to self- identify as belonging to Indigenous People.

Key Duties

- Translates, from English to French, often complex and urgent texts according to professional standards;
- Revises and performs quality control on texts translated or written by clients, other translators, or contract employees;
- Conducts terminology research to ensure cultural equivalence between the source and target texts, and adapts texts to target audiences;
- On request, advises clients and contract employees on language usage;
- Participates in multi-disciplinary translation teams assigned to special projects in response to urgent or complex requests;
- Maintains effective business relations with clients;
- Provides high-quality products.

Work Environment

We are looking for dynamic candidates with strong customer focus who will help with the translation of internal and external documents.



We are dedicated to creating a positive and dynamic environment where employees can contribute and suggest new ideas. You will have the opportunity to increase your experience and expertise, and benefit from a healthy work-life balance and a positive workplace where all employees are valued and recognized for their unique qualities, ideas, voices and perspectives.

Information You Must Provide

You must provide your résumé and demonstrate that you meet the selection criteria for the position. It is your responsibility to provide appropriate examples that illustrate how you meet each of the selection criteria below.

Selection Criteria

LANGUAGE REQUIREMENTS

- English and French language essential (fluency in both verbal and written)

EDUCATION

- Graduation with a degree from a recognized post-secondary institution with specialization in translation or language studies and relevant work experience
- Preference will be given to candidates with certification from a professional association recognized by the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

Degree equivalency may be considered.

EXPERIENCE

- Experience in providing translations and language services to a varied client base
- Experience in revising texts and translations
- Experience in providing quality control on translated texts
- Experience in advising on language usage
- Experience in translating internal and external communication texts
- Experience in providing a final translation of very high quality of complex, important and urgent texts

CONDITION OF EMPLOYMENT

- Willing to work overtime as requires
- Travel as required
- Secret security clearance

As per the Canadian Human Rights Commission's Aboriginal Employment Preference Policy, the National Inquiry seeks to promote the employment of Indigenous Peoples.



Interested candidates are invited to submit their résumé to Nadine Gros-Louis, Acting Communications Manager, at n.gros-louis@mmiwg-ffada.ca, by August 10, 2018. Your résumé should clearly demonstrate how you meet the selection criteria for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.