Position Details

Swedish Translator Traineeship, Language Services Division

Reference 2017-224-TRA

Function

The Directorate General Communications of the European Central Bank (ECB) is seeking applications from recent graduates, or students who are close to completing their studies, to participate in a traineeship in the Language Services Division for a period of three months.

The Language Services Division provides the ECB with linguistic expertise and support in the official languages of the European Union.

As a trainee, you will be expected to contribute to the translation of texts from English into Swedish, the revision of texts in Swedish and the proofreading of texts in Swedish destined for publication. You will also be expected to identify, extract and compile terminology – in particular in the financial and economic fields – and to align previously translated texts, thereby expanding the Division’s existing Swedish translation memories.

Your work will be revised by the translators of the Division’s Swedish unit.

Qualifications and experience

You will bring to the role:

- a bachelor’s degree in modern languages or translation;
- ideally, a master’s degree (or qualification of an equivalent level) in modern languages or translation, or you will be in the final year of such a course
- a mother-tongue command of Swedish;
- a sound knowledge of the SDL translation suite would be an asset;
- an interest in financial and economic affairs would be an asset;
- an advanced command of English with proven drafting ability;
- an intermediate command of at least one other official language of the EU;
a good knowledge of MS Office (in particular Word, Excel and PowerPoint).

**Competencies**

You will also bring your ability to deliver results, prioritise tasks and pay attention to detail, adapt to changing circumstances and plans, communicate effectively, handle sensitive information in a discreet manner, respecting confidentiality, and work in a team.

**Closing Date for Applications:** 13.09.2017

**Further Information**

Traineeship of three months, with the possibility of an extension in the same business area.

**How to apply**

Applications are to be made in English and submitted using our online application form. An "Applicants' Guide" can be downloaded from our recruitment pages.

The recruitment process may include a pre-screening exercise and a telephone interview.


Further information on the ECB’s traineeships can be found via the above link.

Applicants are accepted from nationals of the Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.

This vacancy notice may be used to fill the same position again, or similar positions, within 12 months of the selection decision.