

ICMPD Job Profile

Junior Modernisation Officer – Translation and Learning¹

Functional Overview

The Junior Modernisation Officer (Translation and Learning Support) supports the implementation of translation workflows and learning-related outputs across projects within ICMPD's Mediterranean region, contributing to the timely delivery and consistency of multilingual content and modernisation-related learning materials.

Working under the supervision of the Modernisation Officer, and in coordination with project teams and relevant stakeholders, the role assists in the preparation, organisation, and follow-up of translation tasks using CAT tools and other digital solutions. The position contributes to maintaining structured workflows, including document packaging, version control, and tracking of translation activities to support efficient and reliable delivery.

The incumbent supports the preparation and structuring of micro-learning materials related to modernisation products, contributing to clear and user-oriented outputs. The role also applies digital tools, including CAT tools and AI-supported solutions, to support content development and translation processes, while providing ad hoc support to project teams on related tasks as required.

Key Results

Support to Translation Workflow Management: Translation workflows are supported through the preparation and maintenance of translation projects, document packages, and version control structures using CAT tools. Translation tasks are tracked, and follow-up is conducted to support timely delivery of outputs and ensure continuity across workflows.

Support to Quality and Consistency of Outputs: Translated content is reviewed for consistency and completeness, with issues identified and flagged for correction. Documentation and version control are maintained to ensure traceability, alignment across outputs, and adherence to project requirements.

Support to Learning Content Development: Inputs are provided to the preparation and structuring of micro-learning materials related to modernisation products, contributing to clear, coherent, and user-oriented learning outputs. Content is organised and formatted to support usability and accessibility for target audiences.

¹ This profile is classified at IP/LP1.

Support to Digital Tools and Content Production: CAT tools, LLMs, and other digital tools are applied to support translation workflows and content development. Ad hoc support is provided to project teams on translation and content-related tasks, contributing to the timely production of project outputs.

Required Expertise

- Strong organisational and coordination skills, with the ability to manage structured workflows and follow up on multiple content-related tasks.
- Ability to work with CAT tools or similar translation management systems.
- Ability to organise and maintain structured documentation, including version control and tracking of outputs.
- Attention to detail, including the ability to review content for consistency, completeness, and quality.
- Ability to support the preparation and structuring of learning or content materials.
- Familiarity with digital tools, including AI-supported tools for translation and content production.
- Ability to coordinate with stakeholders and follow up on translation and content-related inputs.
- Ability to communicate clearly and work with both technical and non-technical audiences.
- Ability to work in an international and multi-stakeholder environment, maintaining effective working relationships.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in a relevant field. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of 1 year of relevant professional experience in translation support, content production, or project support, preferably in an international context.
- Good drafting, coordination and organisational skills.
- Proficiency in (verbal/written) English, proficiency in French and Arabic required.
- Proficiency in the use of standard IT tools.