

ICMPD Job Profile

Project Assistant – Translation and Quality Support ¹

Functional Overview

The Project Assistant - Translation and Editing supports multilingual project delivery across assigned projects through the review, quality checking, and formatting of translated content, with a particular focus on English, French, and Arabic outputs. Working under the supervision of the Regional Portfolio Manager, the role contributes to the consistency, accuracy, and timely delivery of multilingual materials produced through computer assisted translation tools and related workflows.

The position supports the review of project based translated content against approved terminology, glossaries, and formatting requirements, helping to ensure alignment, readability, and fitness for use. The role also contributes to surge support for high volume or time sensitive multilingual outputs and supports the use of structured review workflows, CAT tool quality assurance features, and shared language resources.

Key Results

Multilingual Review and Quality Support: Translated project content is reviewed and quality checked to support accuracy, clarity, consistency, and alignment with approved language resources. Errors, inconsistencies, and formatting issues are identified and corrected or flagged for follow up, helping to ensure that multilingual outputs are fit for use and delivered to the required standard.

Terminology and Workflow Support: Approved glossaries, terminology references, and structured review workflows are applied to support consistency across multilingual project outputs. CAT tool quality assurance features and shared language resources are used effectively to strengthen quality control and support efficient review processes.

Surge and Delivery Support: Support is provided for high volume or time sensitive multilingual project outputs, helping to maintain continuity and timely delivery during peak periods. Through reliable review, editing, and ad hoc interpretation support where required, the role contributes to the smooth delivery of multilingual activities and frees up Project in Teams staff to focus on other delivery priorities.

¹ This profile is classified at IS/LS1.

Required Expertise

- Good organisational and coordination skills, with the ability to manage routine tasks and follow up on multiple activities.
- Good attention to detail, including the ability to review translated content for accuracy, consistency, formatting, and alignment with approved terminology.
- Ability to work with glossaries, terminology references, and structured review workflows in a consistent and accurate manner.
- Familiarity with computer assisted translation tools and related quality assurance features.
- Ability to prepare, organise, and maintain multilingual materials and reference files using standard templates and digital tools.
- Ability to identify inconsistencies, language issues, and formatting errors and correct or flag them for follow-up.
- Ability to communicate clearly and work effectively, both orally and in writing, with internal stakeholders and service providers involved in multilingual delivery.
- Strong ICT skills and confidence in working with digital tools used for document review, translation support, and workflow tracking.
- Ability to work in an international and multi stakeholder environment, maintaining effective working relationships.

Qualifications, Experience and Language Skills

- Bachelor's degree or equivalent in a relevant field. High school diploma or equivalent with two additional years of relevant work experience may be accepted in lieu of the Bachelor's degree.
- Minimum of 2 years of relevant working experience in translation support, editing, multilingual content review, or project support roles.
- Proficiency in English, French and Arabic is required.
- Strong ICT skills.
- Good organisational, coordination, and communication skills.
- Proficiency in the use of standard IT tools.