

**Secretariat**

25 January 2010

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **2010 competitive examinations for Chinese-language translators, verbatim reporters and editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take one or more of the following competitive examinations for Chinese-language translators, verbatim reporters and editors in 2010, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1:

- (a) Competitive examination for Chinese-language translators;
- (b) Competitive examination for Chinese-language verbatim reporters;
- (c) Competitive examination for Chinese-language editors.

2. The competitive examinations for Chinese-language translators, verbatim reporters and editors will be held tentatively on **26, 27 and 28 May 2010** in Beijing, Geneva, New York and other locations, according to the number and location of qualified candidates convoked for the examinations. The purpose of the examinations is to establish rosters from which present and future vacancies for Chinese-language translators, verbatim reporters and editors will be filled. When vacancies arise in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examinations are open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in one or more of the rosters will be assigned to fill vacancies

* Expiration date of the present information circular: 31 December 2010.



for Chinese-language posts as they arise in the language services in New York, Geneva, Vienna, Nairobi and Bangkok. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other United Nations duty stations according to the needs of the Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examinations and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Chinese as their main language;¹

(b) Have a perfect command of Chinese and an excellent knowledge of English. Knowledge of other official languages of the United Nations (Arabic, French, Russian or Spanish) will be regarded as an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status file. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their claimed knowledge of the languages, or attach to their application a photocopy of a diploma or a certificate from a language school;

(c) Hold at least a three-year first-level degree from a university or institution of equivalent status in which Chinese is the language of instruction;

(d) Have knowledge of word-processing programmes. Successful candidates must also pass the test for word-processing skills at the interview stage.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on fixed-term appointments and who will have reached the age of 56 by the deadline for submission of applications (12 March 2010) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on fixed-term appointments.

6. The requirement of a degree from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary education qualifications from a university or institution of equivalent status and adequate secondary education qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. As part of the application procedure, all candidates must submit with their applications a translation into Chinese of **all** the English passages attached to the application form.

¹ "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status file.

8. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examinations only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

9. The written examinations will consist of the following papers:

To be taken by candidates for the translation, verbatim reporting and editing examinations (26 May 2010)

Paper I: Translation into Chinese of a general text in English (one and a half hours). It should be noted that this paper is eliminatory for the Chinese-language translators and verbatim reporters and only candidates who are successful in this paper will have their other papers marked;

Paper II: Translation into English of a general text in Chinese (one and a half hours);

Paper III (optional for all candidates): Translation into Chinese of a text chosen by the candidate from a total of four texts, one in each of the following official United Nations languages: Arabic, French, Russian or Spanish (one hour). Although this paper is optional, the language abilities demonstrated will be considered in the overall evaluation of candidates.

To be taken by candidates for the translation examination (27 May 2010)

Paper IV: Translation into Chinese of a text in English, to be chosen by the candidate from a total of five specialized texts (economic, legal, social, political or scientific/technical) (one and a half hours).

To be taken by candidates for the verbatim reporting examination (27 May 2010)

Paper V: Translation into Chinese of an English transcript of a speech delivered in another official language (one and a half hours).

To be taken by candidates for the editing examination (28 May 2010)

Paper VI: Editing of a general text in Chinese (two hours). It should be noted that this paper is eliminatory for editing candidates and only those who are successful in this paper will have their other papers marked;

Paper VII: Editing of a text in Chinese to bring it into line with a text edited in English (one and a half hours).

10. The use of a dictionary or any other reference material will **not** be permitted during the examinations. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview candidates to assess whether they possess the competencies required for

the position. Candidates may be required to take additional short tests at the time of the interview, including a sight translation test and a word-processing skills test. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be placed on the roster.

12. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the relevant roster. All candidates admitted to the examinations will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results. Candidates who have been successful in more than one examination and are appointed to a function will be eligible to transfer at a later stage to a different function for which they have also passed the examination.

13. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

14. Staff members selected to fill vacancies will be assigned as Chinese-language translators, verbatim reporters or editors for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates must be able to use computer work stations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters may be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. After two years of satisfactory service on a fixed-term appointment, the candidate will be considered for an appropriate, open-ended appointment. This means that the candidate will have to demonstrate within that time that he/she possesses the requisite qualifications to serve as a career staff member of the United Nations in order to receive such appointment. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examinations should complete the attached form and submit it together with a copy of the P.11 or PHP form and the translation paper referred to in paragraph 7 above, **no later than 12 March 2010**, to:

2010 Competitive Examinations for Chinese-language Translators,
Verbatim Reporters and Editors
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
New York, N.Y. 10017
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and by e-mail. **Incomplete applications, including those without the translation paper, will not be considered.**

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Examinations and Tests Section of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **12 March 2010**, the deadline for receipt of applications in the Examinations and Tests Section.

2010 competitive examinations for Chinese-language translators, verbatim reporters and editors

Index No.	<input type="text"/>															
Last name	<input type="text"/>										Category	<input type="text"/>		Level	<input type="text"/>	
First name	<input type="text"/>										Male	<input type="text"/>	Female	<input type="text"/>		
Date of entry on duty	Month		<input type="text"/>		Year		<input type="text"/>									
Type of contract	<input type="text"/>						Expiration date	<input type="text"/>								
Department/office	<input type="text"/>						Duty station	<input type="text"/>								
Room No.	<input type="text"/>		Tel. extension	<input type="text"/>		Fax extension	<input type="text"/>		E-mail	<input type="text"/>						
Have you taken this examination before?	Yes	<input type="text"/>	Year	<input type="text"/>				No	<input type="text"/>							
Have you taken another United Nations competitive examination?	Yes	<input type="text"/>	Year	<input type="text"/>				No	<input type="text"/>							
If yes, which examination(s)?	<input type="text"/>															
What is your main language? ^a	<input type="text"/>															
Have you taken any United Nations language proficiency examination?	Yes	<input type="text"/>	Year	<input type="text"/>				No	<input type="text"/>							
If yes, in which language/s?	<input type="text"/>															
Arabic	<input type="text"/>	Chinese	<input type="text"/>	English	<input type="text"/>	French	<input type="text"/>	Russian	<input type="text"/>	Spanish	<input type="text"/>					

I will take the following exam (PLEASE TICK IN THE BOX)		
Competitive examination for Chinese-language translators		
Competitive examination for Chinese-language verbatim reporters		
Competitive examination for Chinese-language editors		

^a “Main language” should be understood to be the language in which the candidate is best able to work. Candidates’ claims to Chinese as their main language must be supported by relevant documentation in their official status file.

Please submit an up-to-date P.11 or personal history profile (PHP) form and attach it to this application. Describe your educational background and work experience, giving dates and length of time, in the areas of verbatim reporting, editing and translation, if any.

Applications submitted without a P.11 or PHP form or without the translation paper referred to in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2010/6 and I understand that if I am successful in the 2010 competitive examinations for Chinese-language translators/verbatim reporters/editors and am recommended for inclusion in the roster, my assignment as a Chinese-language translator/verbatim reporter/editor will be subject to my acceptance of the conditions of service indicated in paragraphs 3 and 14 to 17 of the circular.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

Text to be translated into Chinese

You must translate *all* passages

Passage 1

Pulling a sickie is not something I'm prone to do. And, while I'd like to say I feel sick, I don't. Not unless prewedding nerves, last-minute jitters, and horrific amounts of stress count.

But nevertheless this morning, I decided I deserved a day off — hell, possibly even two — so I phoned in first thing, knowing that as bad a liar as I am, it would be far easier to lie to Penny, the receptionist, than to my boss.

I did think vaguely about doing something delicious for myself today, something I'd never normally do. Manicures, pedicures, facials, things like that. But of course guilt has managed to prevail, and even though I live nowhere near my office in trendy Soho, I still know, beyond a shadow of a doubt, that should I venture outside on the one day I'm pretending to be sick, someone from work will just happen to be at the end of my street.

So here I am. Watching dreadful daytime television on a cold January morning (although I did just manage to catch an item on “updos for weddings”, which may turn out to be incredibly useful), eating my way through a packet of custard creams (my last chance before the wedding diet goes into full acceleration), and wondering whether there would be any chance of finding a masseuse — a proper one — to come to the house at the last minute to soothe the knots of tension away.

The problem with feeling guilty about pulling sickies, as I now discover, is that you end up too terrified to leave the house, and therefore waste the entire day. And of course the less you do, the less you want to do, so by two o'clock I'm bored, listless, and sleepy. Rather than taking the easy option and going back to bed, I decide to wake myself up with strong coffee, have a shower, and finally get dressed. (word count 324 words)

Passage 2

The number of counterfeit euro coins removed from circulation in 2009 decreased by 12% compared with the year before. The evolution per denomination, however, is contrasted. Where the number of 2-euro counterfeits decreased by almost 18%, the numbers for 50-cent and 1-euro continued to increase, by 9% and 8%, respectively. The 2-euro denomination remains by far the most counterfeited euro coin, representing almost 3 out of every 4 counterfeit euro coins.

The Commission considers that counterfeit euro coins are not, however, a significant cause of concern for the public. Indeed, the overall number is very small by comparison with the total number of around 15 billion genuine euro coins put into circulation of the three highest denominations, with a resulting ratio of 1 counterfeit for every 89 000 genuine coins. The number of detected counterfeits is also lower than the sum of counterfeit coins in the euro area countries before the introduction of the euro. These counterfeit coins, while increasingly sophisticated, should generally be rejected by properly adjusted vending and other coin-operated machines.

The evolution in the number of counterfeit euro coins removed from circulation reflects the efforts Member States are making to implement Commission Recommendation of 27 May 2005 concerning the authentication of euro coins. The take-up of these measures caused sharp increases of counterfeits removed from circulation in 2006 and 2007. However, efforts vary among Member States. The Commission therefore adopted on 11 September 2009 a proposal for a Regulation on the authentication of euro coins. The aim of this proposal is to implement such procedures EU-wide so as to fight effectively against euro coin counterfeiting. (word count 268)

Passage 3

The two-thirds rule has, in most cases appropriately distinguished between concentrations having Community relevance and those that do not. However, there are a small number of cases with potential cross-border effects in the Community. More generally, it is desirable that, independently of which authority is the reviewing agency, merger control across the EU ensures the protection of undistorted competition. The majority of stakeholders also have indicated that, generally, increased convergence of merger control rules at the national level and between the EU level and the national level of the like achieved in the antitrust field would be an important way to improve the effectiveness of the merger control system across the EU. (word count 112)
