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| **Language Quality Advisor (AS-03)** |
| External Process |

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|  | **ESSENTIAL QUALIFICATIONS** |
|  | **Education** |
| **Mandatory** | * Degree from a recognized university
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|  | **Experience** |
| **Mandatory** | * Significant experience in the analysis, revision and transcription of documents in both French and English
* Experience in the quality control of various unilingual and bilingual texts
* Experience in operating a personal computer using word processing and/or presentation and/or spreadsheet software
 |
|  | **Abilities** |
| **Mandatory** | * Communication
* Planning and Organizing
 |
|  | **Personal Suitability** |
| **Mandatory** | * Verification and Accuracy
* Dependability
* Judgement
* Client Focus
 |
|  | **Official Language Proficiency** |
| **Mandatory choice** | * English Essential
* French Essential
* English or French Essential
* Bilingual Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bilingual Non-Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bilingual Imperative – Level: PCC/PCC
* Bilingual Imperative – Level: PCC/PPC
* Bilingual Imperative – Level: PPC/PPC
* Bilingual Imperative – Level: PPP/PPP
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|  | **ASSET QUALIFICATIONS** |
|  | **Education** |
| **Optional choice** | * Bachelor of Arts in translation from a postsecondary institution
* Certificate in translation from a postsecondary institution
* Successful completion of a university degree with or supplemented by specialized studies in translation
* Successful completion of a diploma or certificate in Translation from a recognized university or college (regular, specialized or accelerated program) AND a minimum of 1 year experience in adapting or editing documents in French and/or English
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|  | **Experience** |
| Any of the following qualifiers can be used for experience factors within the assets qualifications section: **Experience**; **Experience with good results**; **Recent experience**; **Recent experience with good results**; **Significant experience**; **Significant experience with good results**; **Recent and significant experience**; **Recent and significant experience with good results**. Please refer to the Users Guide: Standardized Statement of Merit Criteria & Conditions of Employment for more information about qualifiers. |
| **Optional choice** | * in terminological and linguistic research
* in translating French to English in an environment where the work is quality controlled
* in translating English to French in an environment where the work is quality controlled
* in using computer assisted translation (CAT) software such as MultiTrans or Trados
* in translating government documents
* in translating or revising translated text from English to French or from French to English in an environment where the work is quality controlled
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|  | **Knowledge** |
| **Optional choice** | * Knowledge of principles and practices pertaining to the communications field
* Knowledge of writing and editing principles and practices
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|  | **Abilities** |
| **Optional choice** | * Written communication
* Thinking Skills
* Using Technology
* Diagnostic Information Gathering
* Consulting
 |
|  | **Personal Suitability** |
| **Optional choice** | * Interpersonal Awareness
* Changing and Learning
* Initiative
* Positive Attitude
 |
|  | **Occupational Certification** |
| **Optional choice** | * Certification by a provincial/national translation association in the English to French and/or French to English language combination
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|  | **OPERATIONAL REQUIREMENTS** |
| **Optional choice** | * Willing and able to work overtime
* Willing and able to travel
 |
|  | **ORGANIZATIONAL NEEDS** |
| **Optional choice** | * In order to achieve a representative workforce, selection may be based on qualified candidates self-identifying (at time of application) as being:
* a member of visible minority group
* an aboriginal person
* a person with a disability
* a woman
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|  | **CONDITIONS OF EMPLOYMENT** |
|  | **Reliability and Security** |
| **Mandatory** | * Reliability Status
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