



TRANSLATOR/INTERPRETER VACANCY ANNOUNCEMENT

Job Title:	Translator/Interpreter
Organization:	IDLO
Duty Station:	Kabul, Afghanistan
Announcement date:	8 October 2017
Closing date:	20 October 2017
Gender:	Male/Female
No of positions:	2
Contract duration:	Annual basis – 2018 and 2019

BACKGROUND:

Headquartered in Rome, the International Development Law Organization (IDLO) is an intergovernmental body comprised of 27 member countries, including the Islamic Republic of Afghanistan. IDLO has operated in over 170 countries, in particular those that are developing, in economic transition and emerging from armed conflict. IDLO is dedicated to the promotion of the rule of law and works to empower people and communities to claim their rights, and provides governments with the know-how to respect, protect and fulfil rights. IDLO implements its mandate by providing training and technical assistance, and produces research and publications for governments, non-governmental organizations, local communities and professional associations. IDLO has operated in Afghanistan since 2002.

DUTIES:

The Translator/ Interpreter will work under the direct supervision of the Lead Translator/Editor. S/he will undertake translation and interpretation assignments, mainly of a legal nature, and provide full support to IDLO translation services. The Translator/Interpreter will be responsible for the following duties:

1. Undertake a range of translation and interpretation assignments in Dari, Pashto, and/or English language ensuring that the meaning of the source text is retained. Translation involves a range of legal and technical documents, reports, formal text, manuscripts, official correspondence, publications and other materials. Produce accurate and complete versions in the target language using the most appropriate vocabulary and commonly accepted equivalents of legal, scientific or technical terminology.
2. Translate according to established rules pertaining to factors such as word meanings, sentence structure, grammar, and punctuation.
3. Do research related to the texts and/or subject matter to find the correct legal, technical, or other appropriate translation.
4. Use special dictionaries, thesauruses and reference books to find the closest equivalents for words and terminology.
5. Contribute to the development of multilingual glossaries used by translators / interpreters at IDLO.
6. Proofread, edit and provide final translated versions with a grammatically correct, well-expressed version of the translated text.
7. Meet deadlines as established by supervisor.
8. Revise translations made by other staff as needed.
9. Provide consecutive or simultaneous interpretation into the target language in a variety of settings, e.g., IDLO classes, external meetings, and/or roundtables normally dealing with a substantive topic.
10. Any other duties that may be assigned by the supervisor.

QUALIFICATIONS:



EDUCATION

- Bachelor degree in Law; Dari, Pashto, or English language or literature; journalism; gender studies; or a related field.
- Advanced University Degree (Masters or equivalent) in related field is a plus.

EXPERIENCE

- Three years of experience working in professional translation and simultaneous or consecutive interpretation required;
- Ability to continuously keep current with Afghan legal concepts, gender issues, and related terminology and language;
- Translation and interpretation in a legal setting or gender programs.

SKILLS

- Precision in drafting and editing;
- Ability to function effectively in high pressure environment with quick deadlines;
- Excellent interpersonal skills;
- Excellent spoken and written English and Dari and/or Pashto;
- Proficiency in MS Office products, including MS Word, MS Excel and MS Outlook, and PowerPoint;
- Good research skills and the ability to synthesize, draft and edit complex information;
- Strong problem solving and time management skills;
- Flexibility and initiative.

LANGUAGE(S) REQUIRED

Expert proficiency in written and spoken Dari and English is essential. Pashtu strongly encouraged.

SUBMISSION GUIDELINE

Please submit your CV and indicate clearly in the subject of your e-mail the position for which you are applying.

Carefully review the above vacancy and ensure your experience and qualification meets the criteria. Application that does not meet the above criteria will not be considered.

Shortlisted candidates will be invited for interviews or written test after the position has closed.

Submission Email: ldlo.kabuladvert@ldlo.int