

## Call for Roster of Translators: ILO Regional Office for Arab States

**Title:** Translator from Arabic to English, ad-hoc basis

**Unit:** ILO Regional Office for Arab States

**Grade:** External Collaborator

**Location:** home-based

Translators will report to the Communications Unit of the International Labour Organization Regional Office for Arab States in Beirut.

Translators will be responsible for translating from Arabic into English official ILO documents, reports, studies, factsheets, correspondence and other information materials.

Translations will be commissioned on an ad-hoc basis as per the requirements of the ILO. Remuneration will be at the rate of US\$ 120 per 1,000 words of original text.

Translators will be required to complete a translation assessment by the ILO before inclusion in the roster.

### Description of duties

1. Translate texts pertaining to the wide range of technical subjects dealt with by the International Labour Organization, as well as administrative, financial and legal documents, which may be highly sensitive and complex. Translations must be to the highest international standard.
2. Share the translation of long documents with the ILO ROAS Communication Unit and any other concerned colleagues, working in close collaboration to ensure coherence and quality.
3. Must be able to produce final translations of the highest standard. Must be available to ILO ROAS for comments and corrections.
4. Self-revise some translations.

*These specific duties are aligned with the relevant generic job description, which includes the following generic duties:*

5. Translate from Arabic into English a wide range of documents, reports, official texts, manuscripts, official correspondence, publications and other material. Produce accurate and complete versions in the target language, making appropriate use of vocabulary and using commonly accepted or established equivalents for professional, scientific and technical concepts and terms.
6. Edit texts in the target language to ensure a style of presentation in conformity with ILO standards.
7. Undertake research related to the texts in hand. Propose additions to established standards of terminology.
8. Collect and verify terminology and references.
9. Occasionally revise other translations.

**Education** – University degree in translation, languages or other relevant field.

**Experience** – At least five years of professional experience, or at least three years of international professional experience.

**Languages** – Perfect command of English (native fluency or equivalent) and an excellent knowledge of Arabic.

**Competencies** - Knowledge of the subject matter dealt with by the Organization. Ability to grasp and make appropriate use of concepts and technical terminology. Ability to grasp the general import of published documents and to pick out details. Very good knowledge and understanding of a particular substantive technical or administrative field. Very good understanding of oral English and excellent English writing skills. Ability to produce rapid, accurate and faithful translations of documents dealing with a wide range of subjects. Ability to communicate effectively both orally and in writing. Ability to seek help in order to clarify the meaning of difficult texts and to cooperate with authors to resolve problems posed by original texts. Knowledge of computer-based tools, including word-processing software and computer-assisted translation tools. Good knowledge of editing and presentation standards. Ability to work under pressure and turn quickly from one task to another. Ability to work independently and meet strict deadlines.

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