



Timor- Leste

Vacancy Announcement

Position Title: Translator / Interpreter for Crisis Prevention and Recovery Programmes
Duration: 3 months (with possibility of extension)
Type of Contract: Special Service Agreement (SSA)
Duty Station: Dili, Timor-Leste (with possibility of traveling to districts)
Expected Start date: Early November 2009
Organisation: UNDP, Crisis Prevention and Recovery Unit

General Description of the Job

The incumbent will work as a translator and an interpreter to support the Crisis Prevention and Recovery (CPR) programmes, namely in the areas of Social Reintegration, Security Sector Development and Disaster Risk Management.

The incumbent will be contracted and paid on monthly basis. He/She does not need to be based in UNDP office, however, should be available for translation and interpretation requests from CPR Unit during the UNDP working hours unless conflicting with other work requested by CPR Unit.

Responsibilities

Under the overall supervision of the Assistant Resident Representative/ Head of CPR Unit, and working in collaboration with the Programme Officers and Project Managers in the Unit, the incumbent will be responsible for:

- Written translation of documents in English-Tetum-English and English-Portuguese-English. Documents for translation will include letters, concept notes, training materials, progress reports, etc.
- Interpretation in English-Tetum-English and English-Portuguese-English. Interpretation will be required in meetings with national counterparts and in communities, training sessions, workshops, etc.
- Any other related tasks assigned by the supervisor which require Tetum, Portuguese and/or English language skills.

The position will be based in Dili with the possibility of traveling to districts. He/she must observe total confidentiality regarding information obtained in the performance of his/her duties.

Outputs

- Translation of documents and interpretation upon request from CPR Unit.
- Monthly report outlining the tasks completed.

Qualification and Professional Experience

- Bachelor's degree
- At least 3 years working experience as a translator and an interpreter
- Fluency in written and oral Tetum, Portuguese and English
- Good computer skills

Personal competencies

- Good interpersonal skills
- Ability to work under pressure
- Able to work in multi-cultural environment



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Please submit your applications by sending 1) curriculum vitae; and 2) financial proposal to the following address:

UNDP Timor-Leste
Procurement Unit
UN House, Caicoli Street
Dili, Timor-Leste
Email: ssa.tp@undp.org with a copy to ayako.higuchi@undp.org
Website: <http://www.undp.org.tl>

The deadline for submitting applications is **26 October 2009**.

Only short-listed candidates will be notified. Women candidates are strongly encouraged to apply.