

Terms of Reference

Instructions: *The contracting section/unit provides a brief but specific Terms of Reference for the work to be completed. This may form the basis for evaluating the work of the contracted individual. This part must be attached as Annex A to the contract.*

Job Title: **Translator/Interpreter**
Duty Station: **Chisinau, Moldova**
Section/Unit: **UNDP Moldova CO**
Duration of Employment: **12 months**

Organizational setting: *(Describe briefly the organizational setting of the job, including the supervisory and subordinate reporting lines. Note any special considerations affecting the work, e.g. difficult working conditions, security issues or abnormal working hours).*

Under the direct supervision of the Communications Officer and UN Coordination Officer and the overall guidance of the UN Resident Coordinator and UNDP Deputy Resident Representative, the Translator/Interpreter provides high quality translation, interpretation and editing services.

The Translator/Interpreter demonstrates a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds.

The Translator/Interpreter ensures effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made.

Main tasks and responsibilities:

- Provide simultaneous/consecutive interpretation services (English/Romanian/Russian) during various meetings, workshops and seminars organized by the CO;
- Provide written translation services (English/Romanian/Russian), although big translations of over 20 pages will be carried out by translators hired on a part-time basis;
- Proofread and/or edit the office correspondence and other official documents;
- Provide administrative support to organization of conferences, workshops, retreats.
- Provides support to knowledge building and knowledge sharing in the CO by participation in the training for the office and projects personnel.
- Perform other functions/tasks as required.

Required Qualifications:

- Education: University degree in English language, international relations, or related areas.
- Experience: 3 to 5 years of progressively responsible in interpretation with an international organization. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web based management systems.
- Language Requirements: Fluency in English, Romanian and Russian (written and oral).