

## **Terms of Reference of French to English Translator**

**Total no. of consultants: 1**

**Date of Assignment: ASAP**

**Duty Station: Dakar**

**Deadline for Receipt of Application: 1<sup>st</sup> June 2012**

### **Organizational Setting and Reporting Relationships:**

This is located within the United Nations Office for West Africa (UNOWA) in Dakar, Senegal. The Translator will report to the Director, Political Affairs Division; and by delegation to heads of substantive sections.

### **I/ RESPONSIBILITIES**

Within delegated authority, the Translator will be responsible for the following duties:

- Translates, subject to revision, reports and studies on human rights, security sector reform, gender, elections, and political analysis from French into English and from English into French.
- Identifies new terminology material and submits it for consideration of the revisers.
- Performs other related duties as required.

Work implies frequent interaction with the following:

- Other translators/précis-writers, revisers, senior revisers and supervisors within work unit, library and language support services
- Originators of material
- Officials of other United Nations organizations
- Participants in meetings, surveys and studies

### **II/ RESULTS EXPECTED**

Provides accurate and complete translation of a wide range of documents.

### III/ COMPETENCIES

- **Professionalism** – Ability to demonstrate good writing skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text; good grasp of the subject matter. Ability to use all sources of references, consultation and information relevant to text at hand. Ability to maintain an adequate speed and volume of output, taking into account the difficulty of the text and the specified deadlines. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## **IV/ QUALIFICATIONS**

- Education: A first-level degree in foreign languages from a university or institution of equivalent status.
  - Experience: A minimum of three years of experience in translation.
  - Language: A perfect command of English and French, one which must be the candidate's main language. In addition the candidate must have an excellent knowledge of at least one other official language of the United Nations.
  - Dissemination of findings.
  - Preparatory work on civil society peace processes, mediation and peacebuilding in West Africa to be integrated into regional peacebuilding strategy.
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### **Application**

Applicants meeting the above qualifications are requested to submit the following only:

1. Cover letter, a one-page Statement of Interest explaining why you consider yourself qualified and motivated for this particular position
2. Curriculum Vitae (CV) or completed P-11
3. Certified Copy of Diplomas and Degrees

**Note: Before applying for the post, we kindly request candidates to carefully review the VA to ensure that they meet the Minimum requirement**

Please email your application to:

[lya@un.org](mailto:lya@un.org)

or via mail at the following address:

United Nations Office for West Africa - UNOWA  
23851 Dakar Ponty  
Senegal

**Note: Please indicate the vacancy title & number**

This announcement is available on the intranet UNOWA : Website: [www.unowa.unmissions.org](http://www.unowa.unmissions.org)

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