



IOM International Organization for Migration

IOM is looking for suitable candidate for the position of Translator according to the Terms of Reference below. Interested applicants are invited to apply by 27.11.2016 at the latest, referring to the Call for CV ref. code.

Open to Internal and External Candidates

Reference Code: CFCV-02/2016

Position Title: Translator: (01 Position)

Duty Station: Kathmandu, Nepal

Estimated Starting Date: As soon as possible

Classification: Ungraded (UG)

Type of Appointment: Special Short Term (Till the end of February 2017)

General Function:

Under the overall supervision of the HRRP Project Coordinator and direct supervision of Housing Recovery and Reconstruction Platform (HRRP) Information Management Officer, the incumbent will support IOM Nepal's earthquake Recovery and Reconstructions coordination activities in housing sector and will provide translation services as required, and including (but not limited to) the following:

1. Translation of all meeting minutes, from English to Nepali or vice versa.
2. Translation of website content from English to Nepali, and maintenance of dual language website.
3. Translation of Government of Nepal (GoN documents as received).
4. Translation of relevant newspaper, or other media, articles related to earthquake recovery and reconstruction.
5. Development of a standard list of translations for common terms used by the HRRP and in the housing recovery and reconstruction.
6. Translation of HRRP information products as required.
7. Other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed Bachelor's degree from an accredited academic institution in related field

Experience

- A minimum of five years practical experience in professional level translation;
- Previous experience on translation for humanitarian or recovery efforts in Nepal, particularly related to housing.

Languages

Fluency in English, Nepali is required.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, CFCV number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu** or email to iomnepaljobs@iom.int by **27 November 2016**. Only short listed candidates will be called for interview.

.

Posting period:

From 14.11.2016 to 27.11.2016