



International Organization for Migration (IOM)

The UN Migration Agency

### **Call for CV / Expression of Interest**

Position Title : **Freelance Translator**  
Duty Station : **IOM Regional Office for Middle East and North Africa in Cairo, Egypt (RO)**  
Type of Appointment : **Consultant Contract, six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **10 December 2017**  
  
Reference number : **CFCV/ RO/2017/03**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

### ***Core Functions / Responsibilities:***

#### **Translation:**

- Translate workshops and conferences informative material, of which: PowerPoint Presentations, Concept Notes, Working Papers, Agendas etc.;
- Translate regular official correspondence to and from governmental counterparts;
- Translate public information material, of which: thematic newsletters, info-sheets and brochures, press releases, audio-visual products etc.;
- Translate reports and periodical publications;
- Translate any other content necessary from English to Arabic and vice versa, or from French to Arabic and vice versa, upon request.

#### **Proofreading and Editing:**

- The successful candidate will also be responsible for proofreading and editing where necessary RO products previously translated into Arabic.

### Design and Layout:

- Ensuring design and layout of translated documents correspond to the design and layout of the original, English or French documents as required.

### ***Required Qualifications and Experience***

- University degree (Bachelor or Master) in translation with good knowledge of sociological and political terminologies.
- Excellent knowledge of Arabic, English and French.
- Proven experience in written translations in all three languages: Arabic, English and French, for clients such as UN agencies, research institutes, human rights organizations, international organizations, translation services or others.
- Excellent knowledge of MS Office
- Knowledge of InDesign software is preferable.
- Prior work experience with IOM and/or United Nations agencies would be an advantage.

### ***Required Competencies***

- Professionalism - displays mastery of subject matter, excellent writing and editorial skills.
- Performance Management – delivers timely, manages stress, and responds quickly to urgent requests.
- Accountability – takes responsibility for action and manages constructive criticisms.
- Technological Awareness - displays awareness of relevant technological solutions.

### ***Other:***

The consultant must adhere to the International Organization for Migration (IOM) Data Protection Principles (IN/138) and maintain confidentiality.

The consultant will be responsible to follow IOM writing guidelines and latest glossaries in all given assignments for accurate translation.

Any offer made to the candidate in relation to this Call for CV is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

A prerequisite for taking up the position is legal residency in the country of the duty station, and work permit, as applicable.

## **Application procedure:**

Interested applicants should submit the following requirements to mailing address [HRDCairo@iom.int](mailto:HRDCairo@iom.int).

- a) A resume and University Degree in Translation.
- b) Three samples of recent translation work, each no longer than five pages.
- c) A list of three references.
- d) A financial proposal that includes the rate per page and time frame for ordinary and urgent written translation services, design and layout, proofreading and editing services.

Please clearly indicate in the subject line of your email the position title and reference number "Freelance Translator, CFCV/ RO/2017/03". Applications with no such indication in the subject line will not be considered.

Only shortlisted candidates will be contacted.

## ***Posting period:***

From 28.11.2017-10.12.2017