



## Food and Agriculture Organization of the United Nations

### **Translator/ Interpreter (OSRO/INS/103/USA) NPP-5**

Under the overall supervision of FAO Representative in Indonesia, The Chief Technical Adviser and Project Manager / Operations Coordinator and directly supervised by the Senior Translator, The translator will provide interpretation and translation to support the FAO/ GOI ECTAD Indonesia Programme, Indonesia.

#### Specific responsibilities will include:

- Provide oral translation from Indonesian into English and vice versa to technical advisors, project visitors and project personnel during trainings, workshops, meetings, field visits and researches.
- Translate related project documents as requested
- Assist in and facilitating contact between technical advisors or project visitors and other parties deemed necessary in the course of the work of the project
- Assist in taking meeting minutes if required
- Perform other related duties as required by the Senior Translator

#### Expected Outputs:

- Deadline completion
- Accuracy, clarification, and exactness that could be taken from feedback of proofreader
- Daily attendance
- Report of end assignment

#### Required Completion Date:

- Ongoing and as required

#### Academic Qualifications:

- Diploma or University (S1) graduate

#### Technical Competencies and Experience Requirements:

- Excellent written and spoken English and Bahasa
- Minimum of consecutive two (2) years experience in translation or interpretation work
- Previous employment in international organizations preferably within the UN specialized agencies;
- Possess good interpersonal and communication skills;
- Ability to work in a multi- cultural environment with sensitivity and respect to diversity; and
- Ability to work with minimum supervision.

Duty station: Jakarta, Indonesia with in-country travel as required

Duration: 3 months with possibility of extension depending on funding availability and satisfactory performance

**GENERAL NOTE TO ALL APPLICANTS:**

**Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:**

**E-mail: [FAO-ID@fao.org](mailto:FAO-ID@fao.org)**

**Submission DEADLINE: 17<sup>th</sup> September 2014**

**FAO regrets to inform applicants that only short-listed candidates will be contacted.**