

TERMS OF REFERENCE

Two Hebrew to English legal translators (Part-Time)

SSA Contract

OCHA in the Occupied Palestinian Territory

Background

In order to ensure accurate Hebrew to English translation of legal documents used as reference by OCHA research unit, OCHA oPt office requires a part-time **Hebrew to English translator of legal documents**.

The translator will report directly to the **Hebrew Communications and Information Officer** in the Advocacy Unit, and ultimately to the **Head of Unit**, and be tasked with the translation from Hebrew to English of legal documents upon demand within the allotted time frame:

Timeframe:

Up to 3,000 words in two working days

3,000-6,000 words in four working days

6,000-10,000 in 6 working days from time of receipt, unless agreed otherwise.

Responsibilities:

A. The translator will be responsible to translate legal and other relevant documents from Hebrew to English ensuring:

1. Complete content accuracy: This entails accurate translation of content, facts and figures, footnotes and endnotes and all relevant legal terminology and no omissions from the source documents.

2. Grammar and style:

Translated documents must be written in excellent English language, expression and grammar.

B. The translator must proofread and edit the final translation and ensure that there are no typographical errors.

C. The translation submitted to OCHA under this TOR is the property of OCHA and cannot be submitted, distributed to or used by any other party, unless arranged otherwise.

D. The translator is obligated to work within the required deadlines

Required Qualifications:

Complete proficiency in both Hebrew and English; Excellent English and Hebrew language skills, with special emphasis on mastering Hebrew and English legal language and respective terminology.

Proven experience in legal translations from Hebrew to English for law firms and/or research institutes, human rights organizations or others users of translated legal documents.

Availability for about 5-7 days/month.

Ensured electronic communication mechanism needed to guarantee uninterrupted work flow via the internet. Samples of previous work will be requested. A test will be conducted before issuance of a contract

How to apply:

Candidates interested in applying for this position should provide the following:

1. A complete Personal History Form (P11) in English providing full details on education, present and past employment, relevant translation experience, language skills, computer skills, etc.

P11 form can be found on OCHA's website below:

<http://www.ochaopt.org/documents/P11.doc>

2. A short letter in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

Only qualified candidates should apply and only those who have been short listed will be contacted.

Please e-mail your cover letter and application (P11) to the following e-mail address:

hr@ochaopt.org.

Applications received after this date will not be considered.

CLOSING DATE FOR APPLICATIONS: 21 October 2009