

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	UNOPS-PROGRES-2011-VA-013
Position Title	Pool of Translators
Position Level	Local Specialist LICA 5
Org Unit	EMO/PRPC
Duty Station	Home based with travel to PROGRES Area of responsibility (depending on the venue of PROGRES events)
Duration	One year contract with 3-months probation included
Closing Date	23 September 2011

Background

The European Partnership with Municipalities Programme (PROGRES) is a joint action of the European Union, the Government of Switzerland and the Government of Serbia, to enhance stability and socio-economic development in the South and South West Serbia. In a holistic manner, PROGRES will endeavour to accelerate growth and improve the overall conditions in the Programme Area. The United Nations Office for Project Services (UNOPS) has been granted a budget of EUR 18,1 million for the Programme, which should be implemented in a timeframe of three years, starting in mid- 2010.

PROGRES will aim to strengthen local governance by addressing both the performance of the local governments and institutions and by encouraging participation of civil society organisations in public sector decision making. It will also support partnerships between stakeholders on the local, regional and national levels, to produce local collective goods and services. Furthermore, the Programme will work on strengthening financial departments and improvement of the budgeting and financial processes and the enhancement of project management capacities within local institutions, in particular those concerning a systematic approach to development of environmental, economic and social infrastructure.

Duties and Responsibilities

The translator(s) (written and/or oral translations) shall be required to perform the following:

- Accurate translation of all written materials in English and/or Serbian;
- Correct spelling (UK dictionary), syntax, and appropriate use of words;
- Correct formatting and other as per UNOPS guidance;
- Consecutive and/or simultaneous translations with concise, clear, and accurate translation in English and/or Serbian without distortion and/or over-interpretation of original messages communicated by a speaker;

The **proof reader(s)** shall be required to perform the following for all written materials in English and/or Serbian:

- Rectify any typographical and/or mechanical errors in the text;
- And other per UNOPS instructions relevant for a particular written material;

The **copy editor(s)** shall be required the following for all written materials in English and/or Serbian:

- Ensure that text it is well written and logically structured and in the right style for the intended audience;
- Ensure correct grammar and spelling (UK dictionary) and appropriate use of words;
- Ensure that text is in line with the publisher's 'house style' such as that hyphens, capital letters and optional spellings are used consistently;
- Check facts and ensure error-free texts, and raise any related queries with the author;
- Ensure that all references and sources are accurately and consistently stipulated;
- Stay alert and look out for potential legal problems (libelous statements, breach of copyright, etc.) and discuss them with UNOPS representative;
- Check illustrations and captions are correct; Ensure that illustrations and captions are correct;
- Coordinate with graphic design final preparation for printing of written materials;
- Spell out abbreviations/acronyms when they first appear in the text (followed by only the acronym thereon);
- Correlation between the list of acronyms in the table and their occurrence throughout the text;
- Correct/consistent line spacing and paragraph/table formatting;
- Appropriate and consistent position of boxes, figures and tables through the annexes;
- Consistent font(s) – as relevant;
- Check if figures and tables at the end of each annex are consistently and accurately referred to in the main body of the text;
- Footnotes to be consistently numbered beginning afresh with each new annex;
- And other as per UNOPS instructions relevant for a particular written material.

Deliverables and Timeline

The Consultants will be required to comply with standard UNOPS rules and regulations and previously agreed deadlines per individual services/deliverables provided in the above stipulated areas: written and translation (consecutive and/or simultaneous), proofreading, copy editing, and graphic design.

No services shall be paid without written approval of Component Managers/Deputy Programme Manager/Communications Officer.

Purpose and Scope of Assignment

The purpose of the pool of translators is to enable the UNOPS/PROGRES office to access the expertise and qualified support for the following services:

- Translation of written materials in English and/or Serbian;
- Oral translation (consecutive and/or simultaneous) in English and/or Serbian;
- Proof reading of written materials in English and/or Serbian;
- Copy-editing of written materials in English and/or Serbian;

The objective is to secure high quality, accurate, and timely services for all written and/or oral presentations pertaining to UNOPS activities in Serbia and related development context.

Required Selection Criteria

Competencies

- Excellent writing skills in English and/or Serbian;
- Ability to work both independently and in teams;

- Strong command of attention to details;
- Strong ability to demonstrate high quality performance/products under short deadlines; superior communication and interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modeling ethical standards.

Education/Experience/Language

- Successful candidates must have an advanced university degree in English/Serbian languages. Degree in political science, (law, economics or other social sciences), environment related topics would be an asset.
- At least five years of experience in translating / interpreting / copy-editing / proof reading texts in at least one of the strategic areas (governance, sustainable development and social inclusion, environment and energy efficiency, crisis prevention and recovery, gender, capacity development, infrastructure, urban planning and other);
- Knowledge of key UN concepts and standards on the above (vocabulary, terminology, and other)
- Understanding of the Serbian socio-economic situation and potential audiences; civil society, with special emphasis on social welfare sector and poverty issues;
- Experience in the usage of computers and office software packages;
- Experience in handling web- based management systems would be an asset;
- Sworn to court translator would be an advantage.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) available under Related Links at <http://www.unops.org/english/whoweneed/Pages/Contractypes.aspx> via e-mail to progres.vacancies@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.

