



United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

VACANCY ANNOUNCEMENT # 2011-012**Professional highly skilled Arabic Translator & Editor (on free-lance basis)
Individual Contract
OCHA oPt****Background**

In order to ensure accurate Arabic translation and high level Arabic composition of OCHA outputs and reports, OCHA oPt office requires a highly professional *free-lance* Arabic translator and editor of OCHA outputs translated from English to Arabic. The candidate must be a practicing journalist in the Arabic media.

- **OCHA will use the services of the translator/editor on ad hoc *free-lance* basis, pending on its needs and is not obliged to provide any predefined quantity of work per month.**
- **The translator/editor will not be obliged to accept translation/editing work when he/she are not available.**

The translator/editor will report directly to OCHA Media and Communications Analyst/translations focal point in the Advocacy Unit and be tasked with translation and/or editing translated outputs within an allotted time frame to be agreed upon before beginning any specific job.

Editing includes the following steps:**A. First review: Content accuracy**

Ensuring accurate translation from English. This entails detailed comparison of content, facts and figures and tracing possible omissions.

Check Footnotes/Endnotes, captions under photographs, lists etc.

Ensure accurate exact translation of UN agencies and title.

Ensure accurate UN terminology.

B. Second review: Arabic composition/language

To ensure excellent Arabic language, expression and grammar is used and no typographical errors are left.

Timeframe:**A. Deadline for translation only:**

2500 words a day

B. Deadline for editing only:

First and second review: Up to 3,000 words in one day, 3,000-6,000 words in two days, 6,000-10,000 in three days from time of receipt, unless agreed otherwise.

C. Translation and editing:

- Up to 2500 words – one day
- More than 2500 words: 1500 a day.

*** Weekends are counted as working days**

Required Qualifications:

- Excellent Arabic and English language writing and typing skills.
- At least 10 years of proven experience in journalism (writing and editing): the candidate must be an active journalist **currently publishing and editing** articles published the Arabic media on a regular basis.
- At least 5 years of proven experience in English to Arabic translation and Arabic editing of articles or reports published in the Arabic media – newspapers, journals or periodicals.
- Relevant higher education: at least BA in Arabic language and/or literature or Journalism.

Technical qualification: ensured electronic communication mechanism to include facility for downloading large reports.

Samples of previous work: at least three recently published articles in the Arabic media will be required (within the last three months).

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the following to the OCHA oPt Office by using the following e-mail address: ***hr@ochaopt.org***

1. A short cover letter in English (Max 300 words) explaining why you think you are qualified for this offer.
2. Detailed CV highlighting relevant Arabic Language education and work experience in translation and editing and being a currently practicing journalist in the Arabic Media.

It would be appreciated your stating your full name and the OCHA vacancy notice number (2011-012) as the subject in your e-mail application.

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

CLOSING DATE FOR APPLICATIONS: 11 June 2011

Applications received after this date will not be considered.

Women are encouraged to apply