

<b>UNITED NATIONS</b>  <b>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</b>  <b>Occupied Palestinian Territory</b>		<b>الامم المتحدة</b>  <b>مكتب تنسيق الشؤون الانسانية</b>  <b>في الأراضي الفلسطينية المحتلة</b>
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P.O. Box 38712 East Jerusalem  
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

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## **TERMS OF REFERENCE**

### **Arabic Editor (Part-Time) SSA Contract**

### **OCHA in the Occupied Palestinian Territory**

#### **Background**

In order to ensure accurate Arabic translation and high level Arabic composition of OCHA outputs and reports, OCHA oPt office requires a part-time Arabic editor of OCHA outputs translated from English to Arabic.

The editor will report directly to the Arabic Communications and Information Officer in the Advocacy Unit, and ultimately to the Head of Unit, and be tasked with reviewing three times a translated output within the allotted time frame:

#### **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.

#### **Second review: Arabic composition/language**

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

#### **Third review: Proofreading and correcting laid-out version of the translation.**

#### **Timeframe:**

Second and first 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.

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Third review of laid-out report: one day

**Required Qualifications:**

Excellent Arabic and English language, writing and typing skills.  
Proven experience in Arabic editing and English Arabic translations.  
Proven experience in journalism, report writing, UN reports or other relevant experience.  
Availability for at least 10-12 full days/month.  
Ensured electronic communication mechanism to include facility for downloading large reports.

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, language skills, computer skills, etc. P11 form can be found on OCHA's website below.
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](mailto:hr@ochaopt.org). Applications received after this date will not be considered.

**CLOSING DATE FOR APPLICATIONS: 10 October 09**