



Vacancy notice / Job Advertisement

Center for International Legal Cooperation

CILC supports justice reform processes and facilitates international legal cooperation. We provide advisory and capacity building services to strengthen justice sector public authorities, professional associations, training institutes and justice reform task forces in developing countries and countries in transition.

Currently CILC is looking for a local interpreter/translator for the EU funded project 'Support to the enforcement, probation and rehabilitation systems in Moldova'.

Basic Information on the Project

This project supports the implementation of the sustainable reform of the justice sector in Moldova and increases the efficiency of the judiciary and other agencies in the justice sector. A team of international key experts contributes to the improved enforcement of civil and criminal judicial decisions in Moldova with an emphasis on respect for Human Rights by all parties involved, competence and professionalism of relevant actors, efficient and effective legal procedures and inter-institutional cooperation mechanisms.

The direct beneficiaries are institutions involved in enforcement, probation and rehabilitation process: the Penitentiary Department and the network of prisons, the Central Probation Office, and the Union of Bailiffs.

Job description

Available position: Interpreter/translator

Period: 30 months (full time assignment)

Tasks:

- To translate project related correspondence;
- To provide oral and written translations from English into Romanian and Russian and vice versa as required by the project;
- To proofread and/or edit the project's correspondence and other official documents;
- To provide interpretation in meetings undertaken by the project leader and project experts both formal and informal
- To provide translation for incoming and outgoing communications that are pertaining to the project activities
- To identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviours.
- To translate conversations simultaneously or consecutively into specified languages, maintaining message content, context, and style as much as possible
- To proofread, edit, and revise translated materials

All work is covered under confidentiality of information.

Selection criteria

Qualifications and skills:

- Demonstrate excellent verbal and written English, Romanian and Russian
- Demonstrate excellent translation skills Romanian and Russian to English and English to Romanian and Russian
- IT literate in Microsoft Word and Excel
- Able to work off their own initiative
- Ability to be a team player within a small team
- Ability to deliver to set deadlines
- Demonstrate good timekeeping in all areas of work

Professional experience:

- At least three years' work experience within a similar field
- Previous experience in working with international donors or organisations where one of the working languages is English.

Specific experience:

- Demonstrate experience of acting as an interpreter
- Demonstrate delivery as a translator

Salary

Our salary and benefits package reflect our desire to attract, motivate and retain staff. We offer a competitive base salary, with performance-based rewards. These are driven by the scope of each role, responsibilities and individual performance.

Location

The job is based in Chisinau/Moldova.

If you are interested and find yourself competent for this position, please email your application letter and CV in EU format to:

Lino Brosius
[Brosius@cilc.nl]

Deadline for application: 15 November 2014.

Only those shortlisted will be contacted. Shortlisted candidates will be called for interview in Chisinau.