



## Food and Agriculture Organization of the United Nations

### **Translator/ Interpreter (OSRO/INS/501/USA) NPP 5**

Under the functional and administrative guidance of the FAO Representative Indonesia and the overall supervision of the Team Leader of the FAO ECTAD Country Programme in Indonesia, under the general guidance of the Operations Coordinator and the direct supervision of the Senior Translator, the Translator / Interpreter is responsible for the following duties:

#### Duties and Responsibilities:

- Provide oral translation/interpretation from Bahasa Indonesia into English and *vice versa* for ECTAD technical advisors, project visitors and project personnel during trainings, workshops, meetings, field visits and research studies;
- Translate project letters, reports or other documents into English or Bahasa Indonesia as requested;
- Assist in facilitating contact between technical advisors or project visitors and other parties deemed necessary in the course of the work of the programme;
- Assist in taking meeting minutes if required;
- Perform other related duties as requested by the Senior Translator or ECTAD management team.

#### Expected Output:

- Timely, accurate and proofread completion of document translations

**Required completion date: on going and as required**

- Accurate, clear, and technically exact interpretation at off-site meetings, trainings and workshops

**Required completion date: on going and as required**

- Completion of BTORs

**Required completion date: on going and as required**

- Regular updating of glossary of technical terms associated with FAO ECTAD work

**Required completion date: on going and as required**

#### Academic Qualifications:

- Diploma or University (S1) graduate

#### Technical Competencies and Experience Requirements:

- Excellent written and spoken English and Bahasa Indonesia
- Minimum of two (2) consecutive years experience in translation or interpretation work

- Previous employment in international organizations preferably within the UN specialized agencies;
- Possess good interpersonal and communication skills;
- Ability to work in a multi-cultural environment with sensitivity and respect for diversity; and
- Ability to work with minimum supervision.

Duty station: Jakarta, Indonesia with In-country travel as required

Duration: 3 months initial contract with possibility of further extension subjects to satisfactory performance

**GENERAL NOTE TO ALL APPLICANTS:**

**Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:**

**E-mail: [FAO-ID@fao.org](mailto:FAO-ID@fao.org)**

**Submission DEADLINE: 27 April 2017**

**FAO regrets to inform applicants that only short-listed candidates will be contacted.**