

Job Description

Call for Expression of Interest – Roster of Translators (External Only)- 170000291

Description

Call for Expression of Interest – Translators Roster (External Only)

Office of the Secretary – Translation and Documentation Section Office of the IDBG Administrative Tribunal

Translation Services for the Inter-American Development Bank Group (IDBG) - English, Spanish, French, and Portuguese

Office of the IDBG Administrative Tribunal

The IDBG, like international organizations in general, enjoys immunity of jurisdiction from the courts of their member countries. For this reason, the IDBG Administrative Tribunal was established to settle the disputes which arise out of the employment relationship of the Bank or the Corporation with their staff members.

Office of the Secretary, Translation and Documentation Section

The Office of the Secretary provides secretariat services to the IDB and IIC Boards of Governors and Boards of Executive Directors (including their internal committees), the MIF Donors Committee, and Senior Management.

The Translation and Documentation Section (SEC/TRD) is the Group's official translation service. It produces translations of registered documents for the Boards of Governors and Boards of Executive Directors of the IDB and IIC (including all their committees), as well as for the MIF Donors Committee. In addition, it arranges translations of other documents for all Bank units upon request.

The IDBG is looking for seasoned language professionals to enhance the freelance translation roster maintained by the following two Offices:

- Office of the Secretary, Translation and Documentation Section
- Office of the IDBG Administrative Tribunal

This call for interest aims at collecting the best curricula of language professionals interested in collaborating remotely with the above-mentioned Offices. Selected candidates will be asked to complete a translation test in the Group's official languages (English, Spanish, French, and Portuguese – different combinations depending on the pool of candidates). Based on test results, language combination, and areas of expertise, successful candidates will be placed on one of two possible and independent translation rosters. Upon engagement, each selected translator will have an exclusive contractual relationship with the Office under which he or she is registered and will not be expected or encouraged to work for the other Office at any point, unless officially released in writing by the Office on whose roster the translator was originally placed. Inclusion in either roster does not constitute a guarantee that the translator will be assigned work during a given period.

Independence from the units and Management of the IDB, IIC, and the Multilateral Investment Fund (MIF) is required for translators included in the IDBG Administrative Tribunal roster. Given the requirement for confidentiality, selected translators will be expected to sign a confidentiality agreement.

Main activities

Ensure that assigned documents are translated expeditiously, in a manner equal to or exceeding the standards of professional skill and care common in the profession. Depending on the specific needs of the selecting Office, selected candidates will:

- Translate documents in a timely fashion, producing polished, final translations of the highest quality.
- Edit documents produced by the Office of the IDBG Administrative Tribunal. Editing work will include appropriate use of vocabulary, syntax, expression, and grammar.

Reports / Deliverables

Selected translators will submit assigned work to the respective hiring Office within the specified timeframe, per said Office's established procedures, as required.

Payment Schedule

Payment will be made upon satisfactory completion of each assignment, per the hiring Office's standards and procedures, which will be clearly explained to translators prior to engagement.

Qualifications

- Academic Degree / Level and Years of Professional Work Experience: Master's Degree in Translation or a related field. Minimum five years of translation experience, preferably in an international setting.
- Languages: English, Spanish, French, and/or Portuguese
- Areas of Expertise: Finance, economics, law, international development, sector-specific fields. Experience in translation of legal documents such as contracts, parties' pleadings, judgments, etc. is highly desired to be able to work with Office of the IDBG Administrative Tribunal.

Interested individuals should complete an application and include a letter of interest and CV, including the names of 3 potential references.

Selected candidates will be contacted for a written translation test. Translators already included in the freelance translation roster of the Translation and Documentation Section in the Office of the Secretary need not apply, as the test will not be offered to them.

The IDB offers a competitive benefits and compensation package.

The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

Primary Location: HQ-US-Washington DC

Posting Date: Apr 21, 2017

Closing Date: Jul 22, 2017

Contact Name – External: Jobs Online

Contact Email - External: jobsonline@iadb.org