



VACANCY ANNOUNCEMENT
DEADLINE FOR APPLICATIONS: 30th April 2019

JOB TITLE	Translator/Interpreter (Arabic/English – English/Arabic)
AREA OF ACTIVITY	OIC Independent Permanent Human Rights Commission (IPHRC)
DUTY STATION	Jeddah, Kingdom of Saudi Arabia
CATEGORY/ GRADE	Professional Officer (P)
REMUNERATION	Depending on professional background and experience, a competitive compensation and benefits package is offered

JOB DESCRIPTION:

- To translate, proofread, edit and/or revise documents covering a broad range of subjects dealt with by the OIC-IPHRC, including political, social, cultural, human rights, legal, financial and administrative matters into the candidate's 'A' and 'B' languages, with preference given to candidates translating from language 'C'.
- To perform all tasks required within his/her area of expertise in accordance with work requirements and the directives of the Executive Director of IPHRC.
- To provide simultaneous interpretation into the candidate's 'A' and 'B' languages, with preference given to candidates interpreting from language 'C' for the meetings of the OIC-IPHRC.
- To review documents in preparation for translation/interpretation at OIC-IPHRC meetings and conferences.
- To monitor written and visual media sources in order to stay up-to-date with modern and international political and media linguistic usage, innovations, acronyms, and abbreviations, and to prepare and compile terminologies and glossaries.
- To select, acquire, and carry paper and electronic stylistic, grammatical, general, and specialized terminology and glossary sources and references for use in his/her duties.
- To coordinate shared translation/interpretation tasks with OIC colleagues from within and outside the Conference Department, Translation Coordinators, and Interpretation Team Leaders.
- To maintain archives of his/her translation/interpretation documents and readily share these with relevant colleagues through OIC local computer network.
- Perform other related duties as required.

QUALIFICATIONS:

Education

- Possess University/College degree in language and translation related studies, or equivalent degree from a highly reputable university, or from an institution of equivalent status (Master's or Doctorate degree is preferable).

Work Experience

- At least 5 years of experience in international conference translation and simultaneous interpreting in the relevant languages of the candidate at either a major regional or international institution or on a freelance basis.

Other Skills

- Note-taking and fast typing skills.
- Skillful use and operation of software, including Microsoft Windows, Office, and word processing applications.
- Knowledge of the Internet and Internet search engines, terminology, and lexical compilation, language databases and electronic dictionaries.
- Proficient knowledge of Information and Communication Technologies (ICT): skilled use and knowledge of conference interpreting equipment, translation software, computers, and modern office machines, etc.

Other criteria, which could offer additional advantages to candidates:

- Physical and mental adaptability and strength needed for variable working hours during conferences and meetings and for intermittent travels for conferences away from the OIC-IPHRC headquarters.
- Competency in French is always preferable.
- Ability to work under pressure and meet deadlines.
- Previous freelance translation and interpreting work with international organizations, including the OIC and the Islamic Development Bank.
- Planning, organization, and communication abilities, strong interpersonal skills, team spirit and ability to integrate in an international, multi-linguistic and multicultural environment.
- Knowledge of Islamic and Arabic language, culture, and traditions.
- Travel and knowledge of OIC Countries and their peoples.

GENERAL REQUIREMENTS:

- To be a Muslim national of one of the OIC Member States. If married, the spouse must be Muslim.
- To be below 50 years of age, maximum.
- To be free of diseases and infirmities that may hinder the exercise of his/her duties (through certified examination by accredited hospital).
- To be either nominated by his/her State or his/her State should have no objection to the appointment.

Send the application letter together with CV to the following address:

Executive Director of the OIC Independent Permanent Human Rights Commission.

OIC Independent Permanent Human Rights Commission Secretariat

P.O. Box 289, Jeddah 21411,

Kingdom of Saudi Arabia

Email: iphrc@oic-oci.org

aabdulmuiz@oic-oci.org

Fax: 00966(012)6511988