

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 22/July/2016

ORGANIZATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Home-based
FUNCTIONAL TITLE:	Consultant: English-Arabic translator
DURATION	4.5 months
CLOSING DATE:	4th August 2016

BACKGROUND

Secure land tenure and property rights are fundamental to shelter and livelihoods, and for the realisation of human rights, poverty reduction, food security, economic prosperity and sustainable development. Yet in many countries around the world, particularly those in the developing south, widespread and pervasive land tenure insecurity scars life and inhibits equitable, sustainable development in both rural and urban areas. This has profound negative consequences for millions of people and creates enormous challenges and opportunities for governments, inhabitants and the many agencies and bodies involved in land, poverty alleviation, food security and development.

The Global Land Tool Network was launched in 2006 in response to these challenges and opportunities. GLTN is an alliance of global, regional and national partners contributing to poverty alleviation through land reform, improved land management and security of tenure. The Network aims to improve global coordination on land, strengthen existing land networks and improve the level and dissemination of knowledge on land tenure.

GLTN's vision is to provide appropriate land tools at global scale to implement pro-poor land policies and land reforms. Its mission is to assist national governments to implement land policies that are pro-poor, responsive to the needs of women, men and the youth, and at scale. The Network advocates a continuum of land rights that acknowledges a spectrum of tenure forms as appropriate and legitimate, rather than focusing on formal land titling as the preferred or best form.

GLTN's long-term goal is to contribute to poverty reduction and sustainable development through promoting secure land and property rights for all. During its current phase of operations (2012-2015) GLTN aims to render international partner organizations and related land programmes in countries, cities and municipalities better able to improve tenure security of the urban and rural poor.

It will do this by promoting and supporting the adoption and implementation of land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable.

GLTN Phase 2 is about maintaining the momentum and building from the successes and lessons from Phase I (2008-2011). The objective is for international partner-organisations, UN-Habitat and related land programmes/projects and targeted countries and/or cities/ municipalities to better able to improve tenure security of the urban and rural poor through the adoption and implementation of land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable. The Project will be implemented in six years.

In order to support the country level interventions envisaged in GLTN Phase 2, UN-Habitat is seeking an English-Arabic translator that would enable a wider audience reach in Arab States.

RESPONSIBILITIES

The incumbent will be responsible to translate from English to Arabic and to carry out editing and proof reading of Arabic text of internal and external documents that will be published in print or electronically.

Specific responsibilities include, but are not limited to:

1. Translating a wide variety of internal and external documents and publications from English to Arabic, ensuring that all deadlines are met;
2. Reviewing, proof reading and editing of Arabic texts;
3. Review the Arabic publications after the layout has been done before publication in print and electronically;
4. Liaising with colleagues, organizing and coordinating translation work, ensuring good quality translation

COMPETENCIES

- **Professionalism:** Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.
- **Planning and Organising:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.
- **Technological Awareness:** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

EDUCATION

University degree in translation and/ or languages. Proven knowledge of land management and administration language will be a distinct advantage.

QUALIFICATION

At least five years of professional experience in the translation of technical documents from English to Arabic, preferably within the framework of the United Nations Common System.

LANGUAGE SKILLS

English and French are the working languages of the United Nations. For the post advertised, the incumbent must have a perfect command of English and Arabic, which should be the native / mother tongue language or principal language of education.

REMUNERATION

Payments will be based on deliverables over the consultancy period. The deliverables, Arabic language products, will be identified by GLTN and worked on by the consultant on a task by task basis. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration
- Cover memo (maximum 1 page)

Please also be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to:

Mr. Eric Gachoka

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: eric.gachoka@unhabitat.org

Deadline for applications: 4th August 2016

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org