



## **TERMS OF REFERENCE FOR THE RECRUITMENT OF A TRANSLATOR AT THE LAKE TANGANYIKA AUTHORITY SECRETARIAT**

### **1.0 BACKGROUND**

The Lake Tanganyika Authority (LTA) is a regional intergovernmental organization created by the four countries bordering Lake Tanganyika based on Article 23 of the Convention on the Sustainable Management of Lake Tanganyika signed on June 12, 2003. The Members States are the Republic of Burundi, the Democratic Republic of Congo, the United Republic of Tanzania and the Republic of Zambia.

The main function of the LTA is to coordinate the implementation of the said Convention by the Contracting States, in accordance with the Convention and the decisions of the Conference of Ministers, to ensure and represent the common interests of the Contracting States in the sustainable management of Lake Tanganyika and its basin.

To strengthen and improve its operations, the LTA Secretariat wishes to recruit a Translator.

### **2.0 GENERAL RESPONSIBILITIES**

The Translator will provide and be responsible for all translation and interpretation services at the LTA secretariat and ensure quality and accuracy of these services. The Translator is expected to produce 100% accurate translation of various documents, speeches, talking points, presentations, brochures, fact sheets, reports, website content, as assigned by the Executive Director. S/He must be available to work beyond regular working hours and sometimes performing under pressure to meet the needs of the LTA.

### **3.0 SPECIFIC TASKS**

The specific tasks of the Translator are threefold: translation; interpretation; and other and comprise the following:

#### **3.1 Translations services**

- i. Translation of various documents from French to English and vice-versa;
- ii. Ensure professional translation, thorough proofreading and editing of all text, including figures, boxes, captions, sources and covers;
- iii. Perform terminology research and use the correct terms and names consistently throughout the translated text;
- iv. Ensure translated text is complete;
- v. Ensure high quality of translation, accurately reflecting the meaning found in the original source language (English or French), and rendering that meaning in the translated work;
- vi. Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the translated text is an accurate, faithful and consistent rendering of the original text ;



- vii. Ensure quality checks for submitted documents that may include technical accuracy review, including confirmation of technical terms, revision and correction in consultation with the Executive Director and /or the relevant professional staff ;
- viii. Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage;
- ix. Assure that texts meet high quality standards, are error free and will not need further editing after completion of translation; and
- x. Ensure delivery of translated documents within the required deadlines.

#### **Interpretation Services**

- xi. In addition to translation, the translator will also provide interpretation services and particularly, a combination of simultaneous and consecutive interpretation services during workshops and official meetings, etc. Interpretation services will be from French to English, Swahili to English/French and vice-versa.

#### **Other tasks**

- xii. To carry out any other task, as assigned, from time to time, by the Executive Director.

### **4.0 QUALIFICATIONS AND EXPERIENCE**

The successful candidate is expected to have the following:

- i. University degree or equivalent in English, French, Social Science, Development communication or any other relevant subject;
- ii. Master's degree in the relevant subject would be an advantage;
- iii. Minimum 5 years of professional experience in the translation sector;
- iv. Experience in translating professional documents;
- v. Experience in performing simultaneous and consecutive interpretation in formal settings (Management meetings, general staff meetings, workshops and conferences, trainings, etc.).
- vi. Demonstrated translation/interpretation experience to government institutions, development organization or research institutions and/or in regional, international, inter-governmental organisations, or programmes and projects supported by partners is an asset; and
- vii. Demonstrated effective organizational and project management skills, and the ability to deliver services in an efficient and timely manner.

### **5.0 OTHER REQUIREMENTS**

- Knowledge of French, English and Swahili
- Be aged 45 or less Familiarity with translation software.
- Strong computer skills, Microsoft Office programs, incl. Outlook, Word and Excel.

### **6.0 ABILITIES, SKILLS AND OTHER COMPETENCES**

- Team-worker
- Good interpersonal skills
- Effective communicator
- Ability to work in multi-racial and multi-cultural settings
- Proven ability and capacity to deliver translation to meet tight deadlines
- High level of confidentiality



## **7.0 Composition of the application file and submission deadlines**

The application file must include:

- i. A cover letter signed and addressed to the LTA Executive Director ;
- ii. A detailed, recent and certified Curriculum vitae highlighting the candidate's experience and skills, dated and signed (summary in three (03) pages maximum);
- iii. Certified copies of required diplomas and other professional and academic certificates;
- iv. Applications must be submitted from 20<sup>th</sup> May to 15 June 2024.

Applications must be sent/submitted in a sealed envelope to the Executive Director, Lake Tanganyika Authority, Kigobe South, 17, Avenue des Unis, Bujumbura, and stated on the envelope "Recruitment of Translator".

The successful candidate must provide, prior to hiring, an extract from the criminal record dating back less than three (03) months.

## **8.0 Job Requirements**

The duty station is the Secretariat of the Lake Tanganyika Authority, Bujumbura, in the Republic of Burundi.

## **9.0 Reporting and labour relations**

The Translator is under the direct authority of the Director of Administration and Finance. S/he will work in close collaboration with the Director of Monitoring and Evaluation, the Director of Fisheries and the Director of the Environment as well as the Project Managers, under the overall supervision of the Executive Director of the LTA.

## **10.0 Duration of the contract**

The duration of the contract is 5 years, renewable. Contract renewal will be based on performance. Performance is subject to regular periodic reviews.

## **11.0 Remuneration**

The successful candidate will receive, as provided for by the LTA regulations, information relating to the remuneration scale in force at the Lake Tanganyika Authority before signing the contract.