



ToRs – TRANSLATOR / INTERPRETER

Job description

Job title	Translator-interpreter	Type of contract	Fixed-term three years contract (renewable subject to satisfactory performance evaluation)
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Head of Division, Information, Communication and Technology	Category	C5 of the LCBC working regime

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008, respectively, intending to promote cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is particularly through the implementation of projects and programmes aimed at improving access to drinking water, strengthening the resilience of populations to climate change and consolidating peace and security in the region. In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the surface area of the lake, due to droughts, undue exploitation of resources and climate deterioration, etc.

THE FUNCTION

Under the direct supervision of the Head of Division, Information, Communication, and Technology, the Translator and Interpreter will be responsible for the written translation, in accordance with all the proper rules and protocols (vocabulary, syntax, turns of phrase, faithfulness to the original style and terminology, readability, comprehension of the text by future readers, checking spelling, punctuation, etc.) in a wide variety of fields, often technical; and on the other hand, the oral translation (interpretation) during meetings, workshops, conferences, forums, diplomatic meetings, organized by the LCBC, in real time (simultaneously) or in consecutive (Note taking), particularly during face-to-face or virtual meetings or exchanges among members of a group.



THE ROLE

Under the direct supervision of the Head of Division of Information, Communication and Technology (HoD ICT), the main role of the Translator and Conference Interpreter is to facilitate communications in the working languages of LCBC. These include translating formal written documents of the Institution and consecutive and simultaneous interpreting during meetings, workshops, forums and conferences and virtual meetings.

KEY FUNCTIONS

Essential job functions and duties include but are not limited to the following:

- Provides high-level translation by ensuring quality translation of all LCBC official documents into and from the LCBC working languages (French and English, as well as proofreading or editing key documents of the Commission, etc.;
- Interpret accurately and faithfully in consecutive and/or simultaneous modes from and into English and French and remain impartial, including in adversarial and emotionally charged situations during workshops, conferences and other gatherings that requires interpretation services;
- Accurately convey meaning without editing, summarizing, adding, or omitting meaning, using correct grammar and vocabulary;
- Work under pressure, managing multiple priorities to meet competing demands and deadlines and manage crisis situations;
- Translate a variety of topics, while ensuring high level of accuracy, professionalism, faithfulness to the spirit of the source language;
- Edit, standardize, revise, and finalize texts translated by other employees and freelancers;
- Champion translation and interpretation as well as editing best practices within LCBC;
- Plan, organize and coordinate own translation and interpretation and editing activities;
- Develop thematic glossaries for further use and easy reference;
- Perform any other related duties as required;

QUALIFICATIONS, COMPETENCES AND EXPERIENCE

- Bachelor's degree in Translation or Conference Interpreting or the equivalent in any other related field;
- Have a minimum of five (5) years of progressive experience in Translation and Conference Interpretation acquired in a sub-regional, regional or international Organization;
- Familiarity with the general range of technical terms used in the various intervention domains of LCBC, notably Environment, Climate Change, Agriculture, Fishery, Water Resources, Peace and Security, Livestock Farming, Hydrology, Hydrogeology, Agro-pastoralism, or any other related fields;



- Demonstrated a high-level of integrity, discretion and confidentiality;
- Ability to use office productivity tools such as Microsoft Office 365 (Word, Excel, and Outlook), and internet search engines;
- Knowledge of computer-assisted translation software, preferably SDL Trados;
- Proven leadership and team-building abilities, coupled with sound interpersonal skills;
- Maintain absolute confidentiality of work-related issues;
- Communicate effectively and fluently; speak and write in both in English and French;
- Proven ability to communicate effectively orally and in writing with officials and staff of diverse cultural backgrounds, and to engage a wide range of interlocutors at different hierarchical levels;
- Proven ability to work effectively under pressure displaying sound initiative;
- Skill in precise and accurate simultaneous and consecutive interpretation and sight translation as needed, as well as knowledge of which interpreting mode is appropriate for each situation;
- Capacity to perform exceptionally in a multicultural and complex environment and maintain harmonious working relations;
- Decisiveness, coupled with the ability to determine and shift priorities quickly and resolve needs while delivering high-quality translation and interpretation services;
- Ability to process concurrently and quickly a vast number of translation and interpretation requests, and effectively manage diverse requirements;
- Ability to deliver an efficient and effective service on time;
- Proven knowledge of LCBC policies;
- Ability to travel to required destinations;
- Knowledge and ability to apply principles, practices, and codes of translator and interpreter ethics, protocol, guidelines, standards, and methodology;
- Ability to communicate at a high level (Written and oral) in English and French;
- Proficiency in Arabic language will be an advantage;
- Be versatile, curious and demonstrate rigor and precision ;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**

To apply, please send your application (Letter of motivation, Curriculum Vitae, a copy of the criminal record dated less than 3 months, officially certified copies of diplomas and work certificates, with 3 employer reference persons (preferably recent employer) by, with the words" Application for the position of Translator and Interpreter" at the LCBC Executive Secretariat, Rond-Point de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at: vacancy@cblt.org

Please note that LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.



In the event of a final selection, the following will be required:

- *The originals of the highest diplomas stated;*
- *A copy of the criminal record dated less than three months;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*
- *Shortlisted candidates may be required to take a translation and interpretation test and /or other assessment tests and will be invited to an interview.*