

Title	Translator
Vacancy Number	PMO/MPW/VAC/125
Ministry	Ministry of Public Works (MoPW)
Organization	Program Management Officer (PMO)
Department	PMO
Duty Station	Afghanistan, Kabul
City	Kabul
Duration	1 Year's With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale
Announcing Date	14 – Sep – 2020
Closing Date	27 – Sep – 2020
Job Type	Admin-Clerical
Shift	Full Time
Job Status	Sourcing
Experience	3 Years

Background:

The Ministry of Public Works (MoPW) is implementing various road projects in the Islamic Republic of Afghanistan for implementation of the projects funded by the Asian Development Bank (ADB). Program Management Office (PMO) of MoPW is willing to handle implementation of related tasks that would include (a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

Purpose and Scope of Assignment:

The Translator will be assigned to translate documents in English, Dari and Pashto, to be error free

Duties & Responsibilities:

The role and responsibilities of the Translator include, but not limited to the following:

- The translator will be required to translate PMO documents and any other content shared to him/her for translation.
- Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation
- Professional translation from/to English, Pashto and Dari
- Provide accurate and timely translation to the satisfaction of employer
- Translation shall be done within the stipulated deadlines in the work order.

Detailed Tasks and/or Expected Output:

- Provide direct translation services to the project team on a daily basis. Project documents for translation will include, but not limited to incoming & outgoing letter/ documents/ emails, technical manuals, training material, quarterly and annual reports, consultancy reports, Terms of References and other materials and correspondences related to the project.
- Provide direct interpretation services to project team, consultants, PMO, the ministry in project meetings, consultation workshops, training events and field visits, when necessary to ensure good quality and timeliness of translated documents.
- Provide other admin support such as preparing/typing documents and meeting arrangements to the project team and the PMO in project activities, as required.
- Undertake other duties as specified by the supervisor and the ministry management.
- Monitor the validity of the Performance Guarantee, Advance Payment Guarantee, and Insurance covers provided by the contractor and alert the Employer of the required extension(s) in a timely manner.
- Review "as built" drawing prepared by the Contractors. Keep and record a complete set of as built drawings in paper and electronic formats for archiving in the Employers repository.
- Prepare a project completion report.

Skills:

- Ability to be flexible, work irregular hours and multi-task.
- Ability to have good translation skill, to be error free

Qualifications and Experience:

- A University graduate specializing in the English language with fluent spoken and written English
- At least 3 years working experience as translator with International organization
- Able to translate technical documents
- Ability to work independently as well as in a multi-cultural team
- Very good computer skills
- Proven ability to produce results within tight deadlines
- Team Work Ability

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV, clearly indicating the position applied for, in the subject of your email to PMO Office of Ministry of Public Works, through email at pmo.recruitment@gmail.com with a copy to adbafm@adb.org, clearly mentioning the position applied for in the subject line.

Only short-listed candidates will be notified

"Women are highly encouraged to apply"

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