

Terms of Reference and Scope of Services of the English Translator

Title of position: English Translator
Project title: The LLF-Project for Improving of Maternal, Neonatal, and Child Health in the Four Districts of the Khatlon Region of the Republic of Tajikistan
Project No.: TJK1029

Background: The Ministry of Health and Social Protection of Population has received financing from the Islamic Development Bank (IDB) in the amount of USD 23,000,000 to finance the LLF-Project for Improving Maternal, Neonatal and Child Health Services in the Four Districts of the Khatlon Region of the Republic of Tajikistan.

The Project objectives are: i) Enhancing availability/accessibility of Maternal, Neonatal, and Child Health (MNCH) services; ii) Institutional and human resources capacity building in the targeted health facilities; iii) Improving public awareness and health-seeking behavior; and, iv) Establishment of a functional referral system in the Khatlon region.

Project Components: The Project comprises the following components: i) Provision of equipment and medical supplies and civil works for construction/rehabilitation of hospitals/clinics; ii) Inter-related studies and training courses for supporting institutional and human resource capacity building; iii) Community mobilization and awareness campaigns; and, iii) Support to the Project management.

A dedicated full-time Project Management Unit (PMU) is established within the Ministry of Health and Social Protection of Population of the Republic of Tajikistan (hereinafter called “the Ministry”) to ensure efficient management of the project and implementation of the Project within its scope/timeline.

The Ministry is recruiting an English Translator, who will function under the supervision of the PMU Manager and will translate the documents and reports to the IDB and other project stakeholders. The details of the specific assignments/tasks of the English Translator will be as follows:

Key Responsibilities and Deliverables

- Written translation of all necessary documents/reports from English into Tajik and/or Russian and from Tajik and/or Russian into English;
- Verbal translation/interpretation of bilateral/multilateral meetings of the PMU and IDB missions with the other stakeholders;
- Preparation and maintaining of the minutes of the meetings in English and Tajik and/or Russian;
- Accompanying IsDB missions during the visits to the project sites/districts;
- Maintaining records/archive of correspondence with IsDB and other relevant stakeholders;
- Correct, complete and accurate translation of the project documents in spite of their complexity;
- Any other assignments by the PMU manager;

Essential Skills, Experience and Qualifications

- Academic background with minimum Master degree in English language or first-level university degree with 2 additional years of experience;
- Minimum 7 years of work experience in translation of official documentation for Master degree and 9-year experience for bachelor degree;
- Experience of work with the International organizations and development institutions is an advantage;
- Ability to handle multiple tasks and react quickly;
- Knowledge of terminology and literature of IsDB and/or other similar international financing institutions;

- Knowledge of legal and regulatory terminology and local documentation in the field of health;
- Computer literature: windows XP, Microsoft excel, word, and ability to learn new systems quickly;
- Excellent written and oral communication skills in English, Russian and Tajik;

Competencies and Personal Attributes

- Communication skills: the ability to communicate appropriate, concise and accurate information in written and verbal formats;
- Ability to ensure and maintain a high degree of accuracy and quality of work, including work under pressure of multiple tasks;
- Planning and organizing: ability to operate independently with minimum supervision, prioritize and schedule workload and effectively manage multiple tasks;
- Team work: building effective communication and relationships both within and outside the team. Sharing knowledge, information and best practices with others;
- Results orientated: to ensure the goals and operational targets are achieved.
- Constantly improve quality of work.

Contractual conditions:

- The duration of the contract will be for the project implementation period (four years), subject to annual performance evaluation.
- The salary will be paid on monthly basis in accordance with the agreement to be signed with the Ministry and salary scale of the PMU agreed upon by the Ministry of Finance.
- The position will require regular travel to the project sites around Tajikistan. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.
- The Translator will be provided a working place by the Ministry in Dushanbe city.

V. Required documents:

- CV and cover letter in Tajik & English;
- University diplomas and transcripts along with English Translation;
- Other relevant certificates.