

I. Position Information	
<p>Job Title: Component Translator (National) Duty Station: Amman, Jordan Reports to: Head of Component 1 (Parliamentary Support) Duration: 6 Months (with possible extension) Period: 15 January 2019 – 15 July 2019</p>	
II. Project's context	
<p>The project “EU Support to Jordanian Democratic Institutions and Development – EU-JDID” aims to support reform process in Jordan, by consolidating democracy and promoting inclusiveness of national policy and decision-making process. This 4-years project will support democratization stakeholders in the reform process including: the House of Representatives; the Independent Electoral Commission and the Judiciary; Political Parties; the Ministry of Political and Parliamentary Affairs (MoPPA); Women and Youth; and Media and Journalists. The project’s methodology rests on three core pillars in order to weld together a coordinated and coherent response: 1) Parliamentary support; 2) Electoral assistance; 3) Support to political party system. The overall objectives of the project are: an increased political awareness amongst the Jordan population, especially amongst women and youth; Intensified efforts amongst elected institutions in public outreach for more inclusive decision making processes; and also improved service delivery by public demands. The European Centre for Electoral Support, ECES, has been officially awarded by the Delegation of the European Union (EU) to Jordan the contract for the implementation of the project. ECES is the leader of the consortium of European not for profit organizations that is implementing the project. The other members of the consortium are: the European Partnership for Democracy -EPD (www.epd.eu), the French Media Cooperation Agency–CFI (www.cfi.fr/en); Netherlands Institute for Multiparty Democracy – NIMD (www.nimd.org) and Westminster Foundation for Democracy - WFD (www.wfd.org).</p> <p>WFD is leading on provision of support to the component in support of the House of Representatives (component 1) in a wide range of areas, utilizing advice and mentoring provided by experienced technical advisors. The project translator will work in this component.</p>	
III. Functions / Key Results Expected	
<p>Under the daily guidance of the Head of Component 1 “Parliamentary Support”, the Component Translator will have the following specific responsibilities and will provide the following deliverables:</p> <ul style="list-style-type: none"> • The translator will ensure Arabic language excellence and proofreading, including Arabic language, vocabulary, syntax, expression and grammar as well as all relevant terminology. • Translation of project internal documents such as: messages, reports, texts for bulletins, standard operating procedures, rules, regulations and guidelines, any other internal texts as required; • Translation of project external documents such as: materials for the media, including press releases, media advisories, publications, reports, and other editorial-related texts; • Ensure translator services to project staff and ensure translation of documents whenever requested; • Ensure consecutive translation during project meetings; • Perform terminology research to ensure the accuracy and appropriateness of translation; • Meet the required deadlines and duly implement comments and corrections. • Any other tasks assigned. 	
C. VALUES	
<ul style="list-style-type: none"> • Promotes the vision, mission and strategic goals of ECES and WFD; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Demonstrates integrity by modelling ECES’ and WFD’s values and ethical standards. 	
CI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> ▪ Advanced degree in translation, linguistics, or related field.

Experience:	<ul style="list-style-type: none">• Minimum 3 years of working experience in English/Arab- Arab/English translation and proven record of working experience of providing written translation services;• Demonstrated experience in translating professional documents;• Outstanding translation and editing skills;• Prior working experience within international/not for profit organizations and experience of working with EU funded projects is an added advantage;• Proven technical written translation skills in issues related to good governance and election related field; Knowledge of the electoral cycle approach, election observation/electoral assistance is an added value;• Ability to prioritize work, multi-task and meet deadlines;• Experience in the usage of computers and office software packages;• Ability to work with results-orientation and efficiency in a multi-tasking environment;• Strong planning, communication skills;• Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time;• Excellent computer literacy;• Ability to perform effectively under high pressure, hardship conditions and long working hours;• Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues.
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