

FARM RADIO INTERNATIONAL

Employment Opportunity

External Posting

Position title:	Consultant, Simultaneous interpretation & rapid translation
Position location:	Anywhere (working within EST, GMT and EAT time zones)
Reports to:	Translation Manager
Level of effort:	25% (40 hours per month)
Languages required:	English, French and Portuguese
Contract term:	13 months with possibility of renewal
Deadline to apply:	20 January 2021

About the position:

Alongside a multitude of African languages, Farm Radio operates across its organisation in English, French and, increasingly, Portuguese, requiring a strong team of interpreters and translators. This consultant position will focus on simultaneous interpretation at meetings and workshops as well as rapid translations for primarily internal purposes. The contract offers a minimum of 10 hours per week, roughly split between interpretation and translation, paid at different rates.

Key areas of responsibility (% of LOE above):

1. Simultaneous interpretation - organisational meetings/workshops/webinars (40%)
2. Simultaneous interpretation - one-on-one meetings (15%)
3. Rapid text translation (45%)

Responsibilities and Duties

1. Simultaneous interpretation - organisational meetings/workshops/webinars (14 hours/month)

- Participate in planning for events (30-60 minutes each) (average 2 hours/month)
- Provide regular simultaneous interpretation
 - Quarterly Planning/Review meetings (3 hours/quarter: Jan/Apr/Jul/Oct)
 - Project inception and debrief meetings (2 hours/month: rolling)
 - Training Tuesdays / Thinking Thursday webinars (2 hours/month)
 - Country Leadership Team (2 meetings per month) (4 hours/month)
 - Organisational workshops (on demand-average 3 hours/month)
- Provide simultaneous interpretation for special meetings/events (2 hours/month)

2. Simultaneous interpretation - one-on-one meetings (6 hours/month)

- Provide simultaneous interpretation
 - DI Manager & DI FWA Team Lead (two meetings per month) (2 hours/month)
 - DC & HR & FWA Country Reps (multiple meetings) (2 hours/month)
 - EMC members & FWA Country Reps (multiple meetings) (2 hours/month)

3. Rapid text-based translation (45% - 16 hours per month)

- Do rapid text-based translations primarily for internal purposes
 - Review and correct documents (slides, documents, etc.) provided by staff for internal use
 - Do rapid translation of documents provided by staff (previously approved by Translation Manager)

Qualifications

- Degree/diploma in translation or equivalent experience
- Fluency in English, French and Portuguese
- Knowledge of radio broadcasting, ICT, and communication for development (C4D) terminology
- Experience working in sub-Saharan African countries
- Excellent digital skills, especially the Google suite of online tools as well the full range of audio/video conference solutions
- Comfortable working with limited resources, including ability to prioritize tasks and handle multiple initiatives simultaneously
- Excellent interpersonal and cross-cultural communication skills
- Excellent organization skills and ability to work under pressure and meet deadlines

Applications

Farm Radio is an affirmative action employer. Women, people of colour and members of equity seeking communities are strongly encouraged to apply.

Please send your applications, in confidence, to jobapps@farmradio.org and indicate the job title in the subject line of your email.

Please note that we will only contact those candidates selected for an interview. No phone calls please.