

Scope of Work

Position Title: Ar-En-Ar Translator Consultant

Position Location: Remote

Timeframe: 1 year, to begin on 15 January 2021

Coordinator: WPCS Project Manager

Reference Number: 210101

Overview: This scope of work (SoW) outlines the Arabic-English-Arabic Translator consultancy with the Center for Operational Analysis and Research (COAR). The Translator will carry out interpretation of written analysis pieces from English to Arabic and vice-versa, making sure to maintain their original meaning, format, and tone, in addition to creating glossaries or term dictionaries along with Arabic language Style guides for COAR. The Translator's responsibilities include reading and thoroughly understanding the context of a given material, using specialized dictionaries and translation tools, and proofreading finished pieces of work. The Translator Consultant will work in conjunction with the COAR's Wartime and Post Conflict in Syria (WPCS) Project from inception to completion of the assigned deliverable.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- Reading material and researching industry-specific terminology
- Translate WPCS thematic papers from English to Arabic (mainly) and from Arabic to English when required.
- Assist COAR's Lead Analyst(s) in the development of Arabic language publishing Style Guide.
- Ensuring translated texts convey original meaning and tone.

Deliverables:

The Ar-En-Ar Translator will:

- Convert text of required analysis pieces and papers from English to Arabic and Arabic to English as needed.
- Ensure translated content conveys original meaning and tone;
- Cross-reference specialized dictionaries and translation tools to check the quality of translation
- Proofread translated texts for grammar, spelling, and punctuation accuracy;
- Follow up with COAR analysts and/or contracted external experts to ensure translation meets their needs;
- Edit content with an eye toward maintaining its original format (e.g. font and structure);
- Network with field experts to stay current on new translation tools and practices;
- Develop an Arabic-language writing Style Guide based on the observations during translation and feedback from concerned analysts.

Requirements:

- Proven work experience as a Translator, Interpreter, or at a similar role
- Fluency in English in addition to your native language being Arabic
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
- Good knowledge of content editing tools
- Time-management skills
- BSc in Translation, Interpreting or similar field in preferable
- Additional certification in Linguistics is a plus
- Familiarity with, and past experience in, the Syrian context is a plus.

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.