

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 18 June 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant (French translator)
GRADE:	P3 equivalent
POST DURATION	3 months with possible extension
CLOSING DATE:	30 June 2014

BACKGROUND

Secure land tenure and property rights are fundamental to shelter and livelihoods, and for the realisation of human rights, poverty reduction, food security, economic prosperity and sustainable development. Yet in many countries around the world, particularly those in the developing south, widespread and pervasive land tenure insecurity scars life and inhibits equitable, sustainable development in both rural and urban areas. This has profound negative consequences for millions of people and creates enormous challenges and opportunities for governments, inhabitants and the many agencies and bodies involved in land, poverty alleviation, food security and development.

The Global Land Tool Network was launched in 2006 in response to these challenges and opportunities. GLTN is an alliance of global, regional and national partners contributing to poverty alleviation through land reform, improved land management and security of tenure. The Network aims to improve global coordination on land, strengthen existing land networks and improve the level and dissemination of knowledge on land tenure.

GLTN's vision is to provide appropriate land tools at global scale to implement pro-poor land policies and land reforms. Its mission is to assist national governments to implement land policies that are pro-poor, responsive to the needs of women, men and the youth, and at scale. The Network advocates a continuum of land rights that acknowledges a spectrum of tenure forms as appropriate and legitimate, rather than focusing on formal land titling as the preferred or best form.

GLTN's long-term goal is to contribute to poverty reduction and sustainable development through promoting secure land and property rights for all. During its current phase of operations (2012-2015) GLTN aims to render international partner organizations and related land programmes in countries, cities and municipalities better able to improve tenure security of the urban and rural poor.

It will do this by promoting and supporting the adoption and implementation of land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable.

GLTN Phase 2 is about maintaining the momentum and building from the successes and lessons from Phase I (2008-2011). The objective is for international partner-organisations, UN-Habitat and related land programmes/projects and targeted countries and/or cities/municipalities to better able to improve tenure security of the urban and rural poor through the adoption and implementation of land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable. The Project will be implemented in six years.

RESPONSIBILITIES

The incumbent will be responsible to translate from English to French and to carry out editing and proof reading of French text of internal and external documents that will be published or posted on the web. Specific responsibilities include, but are not limited to:

- Translating a wide variety of internal and external documents and publications from English to French, ensuring that all deadlines are met;
- Carry out editing and proof reading of French texts;
- Review the French publications after the layout has been done and before they are printed;
- Liaising with colleagues, organizing and coordinating translation work, ensuring good quality translation
- Assisting in the tasks of the communication staff;
- Perform other required related duties that are compatible with the incumbent work load and contract.

COMPETENCIES

- **Professionalism** – Ability to demonstrate good writing skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text; good grasp of the subject matter. Ability to use all sources of references, consultation and information relevant to text at hand. Ability to maintain an adequate speed and volume of output, taking into account the difficulty of the text and the specified deadlines. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS

Education

University degree in translation and/or languages. Knowledge of land management and administration language will be a distinct advantage.

Work Experience

At least five years of professional experience in the translation of technical documents from English to French, preferably within the framework of the United Nations Common System.

Language

English and French are the working languages of the United Nations Secretariat. For the post advertised perfect command of French which must be the candidate's primary language is required.

Other skills.

Competent in the use of relevant IT applications including advanced skills in MS Office applications and in the translation and terminology field. Familiarity and ability to work with Computer Assisted Translation (CAT) tools.

REMUNERATION

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org). Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile. The PHP should be attached to the application as a PDF file.
- A table indicating the expected remuneration for the translation of one page from English to French and the editing / proof reading of one page of French text; the average number of pages that can be translated in a work week (5 days) should also be indicated, as well as the average number of pages that can be edited in a work week.

Please also be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to:

Ms. Josephine Ruria

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: Josephine.Ruria@unhabitat.org

Deadline for applications: 30 June 2014

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org