



## **CENTRAL BANK OF AFGHANISTAN**

### **Job and Person Specification:**

#### **Post of Senior Translator/Interpreter**

<b>Title</b>	Senior Translator/Interpreter: Grade Level: ?	<b>Occupant</b>	Vacant
<b>Reports To</b>	Director-General, Directorate of Human Resources	<b>Project/Department/Unit</b>	Directorate of Human Resources
<b>Status</b>	Contracted	<b>Location</b>	Headquarters, Kabul, Afghanistan
<b>Period</b>	One year	<b>Authorised By</b>	
<b>Special Conditions</b>	May be employed on a "FIXED CONTRACT" depending on the operational volume of work	<b>Closing Date</b>	15 April 2010

#### **Purpose of the Position**

##### **Position Objectives**

- To support the Bank in providing the translation and interpretation services from Pashto and Dari languages into English language and from English language into Pashto and Dari languages within the stipulated time lines and to ensure proper accuracy of same.
- To be responsible for the confidentiality and safe-custody of all the relevant bank documents in his/her position by virtue of his/her employment.

##### **Position Outcomes**

- Accuracy in the translation and interpretation of relevant languages ensured
- Confidentiality and safe-custody of the relevant bank documents ensured

##### **Accountability / Working Relationships**

- To work closely under the general supervision of the Director-General, Directorate of Human Resources in liaison and/or close coordination with the end-users and/or Directorates/Departments and/or Units
- To be accountable and answerable to all interpretation and translation activities within the Bank.
- To be responsible for the supervision and monitoring of other interpreters and translators as may be assigned from time to time.

##### **Job Specification**

## **Responsibilities**

Under the general supervision of the Director-General, Directorate of Human Resources, and the direct supervision of the Head, Interpretation/Translation Unit, the Senior Interpreter/Translator will be responsible for the following duties:-

1. To liaise with the relevant end-users/departments/directorates and/or units, to coordinate and arrange for the documents to be translated and/or interpreted within the stipulated time lines.
2. To provide interpretation/translation from Dari and Pashto languages into English language and from English language into Dari and Pashto languages and/or into French of speeches or statements given in English, Dari and Pashto languages.
3. To perform as necessary any other relevant translation/interpretation from and into English, Dari and Pashto languages as assigned by the Director-General, Directorate of Human Resources and/or Head of Section/Department responsible for interpretation/translation and/or his/her representative.
4. To be responsible for the accuracy of the texts and/or contents of the documents assigned to him/her.
5. To be responsible for confidentiality and safe-custody of all the documents assigned to him/her for the purposes of his/her official duties.
4. May occasionally be assigned to sensitive meetings.
5. May function as team leader of all interpreters/translators assigned to a given meeting.
6. May perform other related duties, as and when required.

## **Person Specification**

### **Qualifications**

- University Degree in relevant modern language or law and an Interpretation Degree, Certificate, or Diploma from a recognized Interpretation Training School.

### **Experience**

- A minimum of relevant five years of work experience in an international organization and/or in a Private/Public Sector is required.

### **Knowledge**

- A perfect command of Dari, Pashto and/or French and an excellent knowledge of English and international working environment and exposure are required.

### **Personal Skills and Abilities**

- Proven ability to interpret from or into other UN official languages will be an asset.
- A broad cultural background and a good written style. Initiative, judgement, thoroughness and ability to maintain harmonious working relationships in a multinational team.
- Demonstrated ability to perform written translation work from English into Dari, Pashto and/or French.
- Knowledge in the use of computer applications.

### **Other**

- Strong inter-personal and communication skills.