



**CANADEM**  
CANADA'S CIVILIAN RESERVE  
RÉSERVE CIVILE DU CANADA



## **Terms of Reference**

### **STO ASSISTANT TRANSLATOR / INTERPRETER**

#### **Background:**

Established in 1996 with Canadian Government start-up funding, CANADEM is an international not-for-profit NGO dedicated to advancing international peace and security through the rostering, rapid mobilization, and mission management of experts committed to International Service with the UN, other IGOs, NGOs, and governments.

In the past, CANADEM has worked with the Government of Canada to send observers to monitor elections around the world. With over 130 missions deployed to more than 40 countries, CANADEM has played a crucial role in strengthening the democratic process globally. By drawing on a civilian reserve of screened Canadian electoral and governance experts, we shortlist observer candidates and conduct deployment logistics for selected candidates. Further details of the organization can be found at <https://canadem.ca>

Under the supervision of the Short-Term Observers (STO), the Assistant Translator / Interpreter to the STO assists the STO Team to perform their duties and provides translating / interpreting services from local languages into English and vice-versa for the period between March 28 and April 2, 2019. S/he reports directly to the STO Team.

#### **Main Tasks and Responsibilities:**

- Written translation of texts and documents on various subjects including but is not limited to: laws, decrees, court documents, verdicts, warrants, forms, press articles, documents on religious matters, administrative instructions, incoming and outgoing official and informal communication, technical instructions, and other that are relevant to the work of the Mission from English into local languages and vice versa.
- Consecutive interpretation from English into local languages and vice versa, as requested by interlocutors in meetings with various stakeholders engaged in electoral process.
- Assistance in all duties and all areas such as arranging meetings, drafting correspondence, reports, forms and other documentation, as required by the STO Team.
- Other related work as assigned.

**Requirements:**

- Completed secondary education supplemented by formal training/studies in translation/interpretation.
- Ability to speak and understand English clearly, as well as interpret and assist during the meetings.
- Ability to input data (quantitative and qualitative) into electronic format using computer software (Microsoft Excel, Microsoft Word, Power Point etc).
- Attention to detail, accuracy, and willingness to learn.
- Ability to work with people of different nationalities, religions and cultural backgrounds.

Please, send your CV and a cover letter to [recruitment@canadem.ca](mailto:recruitment@canadem.ca) with a “Assistant Translator/Interpreter\_[Your Name]” title in subject line.