



Call for Roster of Translators- Independent Redress Mechanism

Remote

The Green Climate Fund (GCF) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts to combat climate change. The Fund will promote low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change.

The Independent Redress Mechanism (IRM) is the accountability mechanism of the GCF. The IRM responds to complaints by people who believe they have been adversely affected by GCF projects or programmes. The IRM also accepts requests by developing countries for the reconsideration of proposals that were denied funding by the GCF Board. The IRM uses both problem solving and independent compliance review approaches to provide redress and accountability. The IRM reports directly to the Board and is subject to Board decisions. It is independent of the Secretariat of the GCF. More about the IRM can be found at <http://www.greenclimate.fund/independent-redress-mechanism>

The IRM is establishing a roster of translators to support its work, particularly as it relates to complaints filed with the mechanism. The translators will be based remotely, and will be selected from the roster and retained when the IRM determines it needs translation support in a specific language. The translators will report to the Head of the IRM or other designated staff and will be responsible for translating IRM materials to/from English. Placement on the roster does not guarantee employment or any other related engagement with the IRM or the GCF.

The IRM is interested in receiving applications from translators with experience translating English from/to the following languages:

Bengali	Russian
Gujarati	Tamil
Hindi	Telugu
Javanese	Turkish
Mandarin Chinese	Urdu
Marathi	Vietnamese
Panjabi	
Persian	

Duties and Responsibilities:

Under the guidance of the Head of the IRM, the consultant will be responsible for:

- Translation of documents and other material as required by the IRM;
- Translation and proofreading of all text, including text contained in figures, boxes, captions, sources, footnotes and covers;
- Ensure that the translated document is exceptionally proofread, which includes guaranteeing that the language, vocabulary, syntax, expression, spelling, grammar and relevant terminology are accurate;
- Perform terminology research to ensure the quality, accuracy and appropriateness of translation;
- Maintain the overall context of the original document so that the original intended contextual meaning of the sentences/phrases is not altered or changed. The style, tone and cultural elements should be accurately transferred from one language to another;
- Engage and coordinate with IRM staff, mediators, subject and problem-solving expert/s and local stakeholders involved in the case, as necessary;
- Complete the work within the agreed timeline and submit the final translation in soft copy;
- Ensure to keep files, personal details and any other sensitive materials confidential and safe; and
- Perform additional tasks as may be assigned as delegated by the supervising staff.

Expected experience and qualifications:

- Master's degree in Linguistics or the Language in which the translations will be provided, or related field. Sufficient experience may be substituted for a Master's degree, in which case the candidate must have at least a Bachelor's degree in the language of translation;
- Certification in the language of translation;
- Minimum of 5 years of professional experience in document translation;
- The IRM's preference is to appoint translators based in the developing countries in which complaints are received, and applications from candidates based in, or with experience working in a developing country will accordingly be preferred;
- Extremely high level of independence, integrity and impartiality;
- Demonstrated, proven skills and experience in translating professional and legal documents;
- Experience in translating issues related to environment, international relations, development, policy, complaints and dispute resolution or demonstrated good understanding of technical terms and terminology used in those areas is highly desirable;
- Demonstrated ability to handle work in an efficient and timely manner;
- Willingness to cooperate with case mediators, subject experts and IRM staff to facilitate outputs where necessary;
- Ability to work independently and under pressure with a high-level of accuracy and attention to detail;
- Ability to retain neutrality and confidentiality in regard to all translations; and
- Fluency in English is essential.

*The applicant may be required to submit references on successfully completed translation services in required areas.

*If you are competent to do simultaneous or consecutive oral interpretations from your language of expertise to English and vice-versa, please indicate the skill and level of expertise and experience in your application.

Important role prerequisites:

- The applicant must not currently be working with the GCF Secretariat as a consultant or in any other related role, or form part of any GCF Secretariat roster within the last 24 months.
- S/he must not have engaged with the GCF Secretariat as a consultant, employee, secondment staff, or any related role for the last 24 months.
- Once a candidate is selected to support the IRM, the IRM will conduct a conflict of interest check particular to the applicant's engagement/s with GCF and any other relevant entity/project.
- Once a consultant has performed work for the IRM, s/he is encouraged to observe a 24 month cooling off period before assuming employment or accepting any functions in the GCF Secretariat. Should a consultant assume employment or accept any functions in the GCF Secretariat while being on the IRM register, the consultant should immediately notify the IRM and not undertake any work for the IRM for at least 24 months. The IRM may remove a consultant from the IRM register if s/he undertakes work for the GCF secretariat while being on the IRM register.

Applications from women and nationals of developing countries are strongly encouraged.

Interested candidates, are required to send an e-mail attaching their CV and a letter of interest in a single file to: roster@gcfund.org and irm@gcfund.org

File name: “[last name], [first name]” (e.g. Olsson, Anna)

Subject line: “IRM Translation Expert in (_____)” Please indicate the subject area you are applying (e.g. IRM Translation expert in French)

Administration of the roster

Potential applicants may be requested to participate in web-based or Skype interviews and may be asked to submit examples of previous work.

The Roster is constituted on a rolling basis. Please note that application assessment, pre-selection and interviewing is conducted every four months, in January, May and September. We kindly request that candidates manage their expectations accordingly.

Depending on needs, candidates on the roster may be contacted to ascertain their availability, following which contractual arrangements on various durations will be made accordingly.

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. If a response is not received, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.