

Terms of Reference

Translator and Reporting officer

Background and Objective

The National Commission for Lebanese Women (NCLW) is an official body established in 1998 under Law 720 as a national reference for women's affairs in Lebanon.

The law entrusted it with:

- An **advisory mission** to “the Lebanese government and the other public administrations and institutions, on all issues relating to the status of women, or concerning the execution of measures and plans aiming at improving women's condition, and ensuring equal opportunities between them and men. This mission comprises the drawing up of recommendations, and proposals of integral plans to the government with the view of achieving the goals that have led to NCLW's constitution”.
- A **coordination mission** with various public administrations and institutions, civil bodies, and Arab and international bodies and organizations.
- An **executive mission** that includes:
 - Drawing proposals of national strategies for the advancement of women, and developing and amending strategies in effect whenever need be;
 - Preparing and executing programs, action plans, and activities related to women's affairs, in collaboration with each party it deems fit among all public administrations and institutions and administrations, and the civil-society organisms, all of which is concerned with enhancing women's status, and with following up on the implementation of the said activities.
 - Conducting research and issuing publications as well as promoting surveys and studies related to women;
 - Organizing or participating on the local, regional, and /or international levels in ceremonies, expositions, workshops, seminars, and conferences, all of which tackle women's issues.

In order to achieve its objectives and in accordance with its mandate, NCLW has carried out several activities and programs within the framework of achieving the principle of equality and non-discrimination in law and practice, raising awareness of gender equality and contributing to combating all forms of discrimination based on gender, in addition to supporting and strengthening the role of women with regard to security and peace at the local and national levels.

Based on the above and under the overall guidance of the NCLW Executive Director, NCLW is looking to hire a translator and reporting officer. She/He will be asked to translate documents, articles and other forms of written content; prepare accurate reports, and fill out surveys and questionnaires received from internal and external entities with the required information.

Key Responsibilities

- Produce a 100% accurate translation into and from Arabic, English, French.
- Ensure professional translation, proofreading, and editing of all text, including figures, boxes, captions, sources, and covers.
- Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the translated text is accurate, faithful, and consistent rendering of the original text.
- Ensure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage.
- Ensure to incorporate NCLW's comments after back and forth.
- Collect and analyze data to meet reporting requirements.
- Systematize Monitoring and Evaluation (setting up simple database)
- Fill out questionnaire and surveys.
- Prepare reports based on collected data and analysis.
- Ensure reports are accurate, clear, concise.
- Ensure all reports comply with NCLW standards.
- Review and edit texts.
- Uphold confidentiality.

Key competencies

- Master's degree in Translation or a similar field.
- At least 5 years of relevant experience as an official Translator, reporting officer.
- Exceptional writing skills in Arabic, French and English languages.
- Ability to work independently and under pressure to ensure work is achieved to a high standard and in a timely manner.
- Strong familiarity with gender-related terminology.
- Strong working knowledge of Microsoft office.

Skills

- Ability to work effectively both independently and as part of a team.
- Ability to work on tight deadlines.
- Ability to work under pressure.
- Proficiency in oral and written Arabic, French, and English are essential.

Submission Guidelines

Interested candidates in this position should send their CV along with a cover letter to info@nclw.gov.lb and include the job title mentioned above in the email subject and cover letter by 27 June 2024.

Applications received after the closing date will not be considered.
Only shortlisted candidates will be contacted.