



CONSULTANCY OPPORTUNITY

INTERPRETER/TRANSLATOR (Lao to English/English to Lao)

The Parliamentary Centre of Asia (PCAsia) is seeking an active and motivated candidate to fill the position of Interpreter (Lao to English/English to Lao) for a high profile and dynamic organisation.

PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia (PIC) founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia, and encouraged through an MoU with the ASEAN Inter-parliamentary Assembly (AIPA) and the adoption of resolutions by AIPA's General Assembly. The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each Parliament. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

ROLE OF DEPARTMENT

The training of Parliamentary staff is at the core of PCAsia's mission, and the Capacity Development (CD) department is responsible for carrying out the majority of this work. CD handles curriculum and syllabus design for many training programs, and its staff provides practical training according to their respective expertise for most of the training programs. With the transition to blended learning and learning by distance, CD staff increasingly play a facilitation role, working with external experts to design and deliver content suitable for digital platforms, then working with trainees to complete the related assignments.

Other responsibilities include researching, the mentoring and quality control of research products produced by the trained parliamentary researchers, and providing quality control technical advice with regards to newly-trained parliamentary staff members when back working in their institutions of provenance in applying their newly-acquired skills. The Program on Parliamentary Diplomacy is one of the main training initiatives provided by the Capacity Development Department.

BACKGROUND INFORMATION ON THE PROGRAM/PROJECT

The PCAsia Parliamentary Diplomacy Program (PCAsia-PPD) is a needs-based and demand-driven regional initiative that aims to contribute to the ***strengthening of ASEAN parliamentary institutions, and in particular the capacity of parliamentary staff to better support their parliament's diplomatic work.*** The focus has therefore been on enhancing the capacity and knowledge of the staff of ASEAN member parliaments.

The main objective of the PCAsia-PPD is to provide trainees with knowledge, skillsets and techniques that will enable them to better support Parliamentarians in their increasing role in international/foreign affairs. Due to requests identified this year by member Parliaments of the ASEAN Inter-Parliamentary Assembly (AIPA), this program will be oriented towards how AIPA meetings are conducted, as well as how AIPA member Parliaments participate in these meetings. Specifically, it is intended to strengthen the capacity of participants on: drafting AIPA resolutions, drafting official AIPA documents etc.

POSITION DESCRIPTION

The Consultant will carry out various interpretation assignments in Lao PDR as required under the programme. The Consultant will also work closely with the coordinator to provide administrative support as requested by the coordinator.

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

- Perform efficient and accurate translation and interpretation during the training sessions under the programme
- Assure correct translation of official documents related to the programme; edit and proof-read text to accurately reflect language
- Assist the Coordinator, trainers and other resource persons for administrative requests during the training
- Other tasks requested by the coordinator of the programme and the Capacity Development Director

TIMEFRAME

- Duration of Service: 30 days, from May to July 2023

EXPECTED DELIVERABLES/OUTPUTS

1. Translation of training documents
2. Interpreting during the training programme
3. Providing Administrative Assistance during the training programme

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- A master's Degree or equivalent degree
- A minimum five years' experience in interpretation
- Perfect command of English
- Professionalism
- Ability to work in a multicultural environment
- Have knowledge on the operations of the Lao PDR Parliament
- Have knowledge about parliamentary terminology

APPLICATION INFORMATION

Interested applicants should send a cover letter and CV to job@pcasia.org with "Interpreter (English to Lao/Lao to English)" for the PCAsia in the subject line and indicate the fee expectation in the email message. The application deadline is 28 April 2023. Only short-listed candidates will be contacted.