

JOB TITLE: Interpreter / Translation Officer

REPORT to: Co-ordinator

MINISTRY / DEPARTMENT: Ministry of Home Affairs – Ministerial Taskforce on Trafficking in Persons

PURPOSE: To facilitate the effective and efficient operation of the Taskforce, and implementation of anti- Human Trafficking policies and initiatives.

KEY OUTPUTS:

- Interprets and Translates written and spoken language into Spanish and English and vice versa.
- Translates Reports, Minutes, Immigration Documents, and other forms of documentation.
- Organize training and sensitization activities with migrants and other stakeholders.

RANGE OF ACTIVITIES:

- To assist the Guyana Police Force – TIP Unit and Special Branch Department with Translation services during anti- Trafficking in Persons operations and interviews
- Translate and transcribe victim statements for court proceedings.
- To provide translation and transcription for all written, electronic and multi- media material pertaining to the training and sensitization campaigns by the Taskforce and the Ministry of Home Affairs
- To aid in the translation of application / processing of immigration documents and other documents during outreaches by the Taskforce or the Ministry
- Assist in the arrangement of anti- TIP training and awareness activities with migrants and other stakeholders
- Translate typed reports, charts, presentation, minutes and other correspondences from documented/ media sources from English to Spanish and vice versa
- Provide real-time interpretation with members of the public, migrant community and anti- TIP agencies as so needed
- To perform quality control checks and validate completed statements to ensure the accuracy of the translation and transcription
- To operate and monitor the TIP Spanish Hotlines, as needed.
- To undertake any additional duties that will aid in the effective operation of the Unit.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Diploma in Spanish or any related discipline from a recognised University PLUS two (2) years' experience in translation services in the required languages

Or

- A Certificate in Spanish or any related discipline from a recognized University or Institution PLUS three (3) years' experience in translation services in the required languages.
- **Plus Advanced Level in Spanish and English would be an asset.**

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS

Job holder would play an integral role to ensure accurate and efficient translation of correspondences to facilitate the smooth operation of the unit and policy formulation by the Ministerial Taskforce on Trafficking in Persons. More complex decisions are referred to supervisor for guidance.

RESOURCE MANAGEMENT:

The incumbent is responsible for the accurate and effective translation and transcription of all documents, multi – media from Spanish to English and vice versa under the Unit's purview. More complex issues are referred to the supervisor for guidance. He/ She is not a budget holder and is not responsible for any cash, stock or high value capital equipment.

COMMUNICATIONS:

This position requires a high level of interaction among supervisors and colleagues. The job holder would have frequent contact with officers in the Regions and other Government Ministries, Departments and Agencies for the purpose of translation and transcription of all documents, multi – medias. Thus the incumbent must be well organized and able to handle multiple assignments, have strong written and communication skills in both English and Spanish and have great experience working with grammar and other forms of language applications. The job holder is likely to come into contact with sensitive matters but not likely to communicate same.

WORKING CONDITIONS:

The position is a hybrid between the office and field bound with frequent travel to provide interpretation/translation services to migrants, Guyana Police Force, C-TIP Unit . There is some risk associated with the normal functions of the job.