**Supreme Audit Office, Afghanistan**

**Terms of Reference (TOR)**

|  |  |
| --- | --- |
| **Position Title:** | **Senior Professional Translator** |
| **Organization:** | **Supreme Audit Office (SAO) Afghanistan** |
| **Duty Station** | **Kabul** |
| **Duration:** | **31 Dec 2021, Fulltime** |
| **Language** | **Local Languages and English** |
| **Nationality** | **Afghan** |

1. **Introduction**

The Supreme Audit Office (SAO), Afghanistan is the Supreme Audit Institution (SAI) in the country, which conducts public audit of the accounting and financial activities of Government’s all budgetary entities and State Owned Entities (SoEs) of the Government of the Islamic Republic of Afghanistan (GoIRA). The mandates, functions and authority of the SAO are enshrined in the SAO’s Audit Law. The SAO has the mandate to conduct Audit of the Qatia Statements, which is the annual financial statements of the GoIRA, Financial Audit of the State Owned Enterprises, Audit of the Financial Statements of the External Grant projects, Compliance Audit, Performance Audit, Audit of Information Technology / Systems and special audits of government entities.

Funded by the World Bank under the Fiscal Performance Improvement Plan (FPIP)- Fiscal Performance Improvement Support Project (FSP)and implemented by SAO, the objective of the assignment is to contribute to the GoIRA’s strategic vision “Realizing Self-Reliance: Commitments to Reforms and Renewed Partnership”. This vision has been translated into two key flagship reform programs. The first is the Afghanistan National Peace and Development Framework (ANPDF). The second complementary reform program – to which the FSP directly contributes through implementation support to the FPIP – is the GoIRA’s PFM Road Map.

1. **Objective of the assignment and the Scope of Work**

SAO intends to hire a Professional Translator/Interpreter who is highly proficient and experienced in English to Pashto and English to Dari and vice versa to help in smooth and accurate language transformation in SAO.

1. **Duties and Responsibilities**
2. Provide accurate and timely official translation and interpretation services from Pashto/Dari into English and vice versa of all materials assigned such as Annual Performance Reports, policies, manuals, checklist, presentation etc.
3. Proofread, edit and design final translated versions
4. Research Audit technical and professional terms to find the correct translation using dictionaries, reference documents and the internet as research tools.
5. Edit and proofread audit reports, official documents and other texts to ensure language accuracy in the target languages.
6. Provide translation and interpretation of all training materials.
7. Provide translation of technical meetings, seminars, documents, and reports from English into Pashto/Dari and vice versa.
8. Translate the materials for SAO website.
9. Follow ethical codes that protect the confidentiality of information.
10. Maintain filing systems of the translated/interpreted documents.
11. Perform any other relevant tasks delegated by the supervisor.
12. **Payments**

The Senior Professional Translator shall be paid monthly lump sum remuneration inclusive of salary and all allowances as per the Grade B of the GoIRA’ s NTA Salary Scale Implementation Guideline in terms of Senior Technical Specialist. The consideration of Step pay in Grade B shall be based on the qualification and experience of the candidate in terms of years of service beyond the minimum required five (7) years for Bachelor degree and (5) years for Master Degree.

1. **Required Qualifications and Experiences**
2. Bachelor’s Degree in Economics, Business Administration, English Literature, and Finance/Accounting or any other related field.
3. At least 7 years of relevant experience for Bachelor Degree and 5 years of relevant experience for Master Degree including a minimum of three (3) years as a translator from the recognized institution(s).
4. Verbal and written fluency in English, Pashto and Dari.
5. Proven experience of translating professional reports
6. Experience public institutions and audit-related organizations is an asset.
7. Strong ability to work in a team.
8. Knowledge of MS Office.
9. Ability to work under pressure