

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help build a better life.

VACANCY ANNOUNCEMENT
Roster of Translators English-Lao and Lao-English
UNDP Lao PDR

Location: LAO PDR
Application deadline: **15 March 2010**
Type of Contract: Retainer under Special Service Agreement (SSA)
Languages Required : English-Lao
Starting Date : Mid April 2010
Duration : Two years retainer basis

Background:

The United Nations Development Programme (UNDP) in Lao PDR periodically needs the services of translators to translate texts from Lao into English and from English into Lao as well as provide simultaneous translation during seminars, workshops, conferences and official visits. UNDP Lao PDR aims to build a roster of translators from which it can draw to fulfill a variety of short-term, freelance assignments during the contractual period. For texts translation the assignment will be carried out remotely and work will be submitted via email. For simultaneous translation the assignment will be carried out at the site of the event.

Duties and responsibilities:

A Lao-English, English-Lao translator is required to translate a variety of materials including speeches, press releases, brochures and reports produced by and for the use of UNDP. Areas frequently covered by such documents include Governance, Environment, Legal Issues, Poverty Reduction, Crisis prevention and Recovery, gender, HIV/AIDS, Capacity Development and Trade. The translator is expected to translate materials into English or Lao as required or to provide simultaneous translation during seminars, workshops, conferences and official visits organized by UNDP.

Detailed Terms of Reference, requirements and instructions for submission of applications/proposals can be downloaded at <http://www.undplao.org/vacancies>

Proposal should be submitted in a sealed envelope for any Lot to the following address:

United Nations Development Programme
Lane Xang Avenue, P.O. BOX 345,
Vientiane, Lao PDR
Attention: Procurement Unit

or by email to our secure e-mail: lao.procurement@undp.org no later than **15 March 2010**.

ATTENTION: Please indicate on the envelop or on e-mail subject the following reference "**Lot -1 Translation**" or "**Lot – 2 Simultaneous Translation**" whichever applicable.

UNDP will not be responsible for postal delays, if any, in the delivery of the proposals or non-receipt of the same.

Note: Any request for clarification must be sent in writing, or by standard electronic means, to the address indicated above or to the following e-mail: diyer.rasulov@undp.org