

TURKS AND CAICOS ISLANDS



Franklyn Missick's Building,
Church Folly,
Grand Turk,
Turks and Caicos Islands.

info@integritycommission.tc
secretary@integritycommission.tc

Telephone: 946-1941

Fax: 946-1355

PART TIME TRANSLATORS NEEDED

Terms of Reference

The Integrity Commission of the Turks and Caicos Islands, invites applications for Part-Time Interpreters, for short term projects over a two to three year period;

Purpose:

Translating Integrity Commission documents in writing, and the recording of various items for audio play promotional purposes.

Duty station:

Translations in writing can be done at home and submitted to the Integrity Commission.

Meetings and Recordings may be carried out at any of the Commissions offices (in Grand Turk or Providenciales) and may require travel via air or sea.

Translators will be given a week's notice prior to having to travel.

The Commission will cover travel and associated costs.

Duties and Responsibilities:

1. The Translators will be retained to provide interpretation and translation services for the Integrity Commission;

Addresses: **The Turks and Caicos Islands Integrity Commission**
Franklyn Missick's Building | C206 Cabot House
Church Folly | Leeward Highway
Grand Turk | Providenciales
Phone: (649) 946-1941 | (649)941-7847
E-Mail: INFO@INTEGRITYCOMMISSION.TC
Commissioners: Hon. Mr. Justice Seymour Panton (Chairman); Mr. Martin Green Esq.; Rev. Pedro Williams; Canon Mark Kendall;
Mr. Dax Bruton; Rev. Samuel Goldston Williams.

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2. The Translators will be required to translate and proofread all texts and audio recordings which require translation;
3. Translators' submissions will be in word processed documents;
4. Translators will submit completed documents to the Integrity Commission;
5. All translated documents are the property of the Integrity Commission;
6. Translators will incorporate suggested changes to any translations;
7. Translators shall ensure proper grammar, accuracy and appropriateness of the terms and terminology used in the documents before submission to the Integrity Commission;
8. Translators will complete the work within the agreed timeline and submit the final translation in both soft and hard copy.

Competencies:

- Minimum of 2 years' experience translating documents at a professional level;
- Must be able to maintain confidentiality;
- Very proficient at translating and editing (English, Spanish, Creole, French);
- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner;
- Excellent team work skills;
- Ability to work independently; and
- Excellent computer skills in word, data processing and presentation.

Timeframe:

Maximum of five to six (5- 6) months for completion of the Translation Process.

Required service:

The translation process entails five (5) phases:

1. **1st Phase**- Translation from English to other desired language, (*4 weeks*)
2. **2nd Phase** -Translation-(back translated) from other desired language to English, (*4 weeks*)
3. **3rd Phase** – Commission will meet with all Translators to ensure the final written document i.e. all words reflect the French/Creole/Spanish dialect adequately/concisely here in the TCI, (*4 weeks*)

4. **4th Phase-** Meet with Translators to perform Audio recording. (This may require travelling to another island i.e. Grand Turk or Provo meeting place). Only after the audio recording by Translators are clear and coherent/perfect will the translations then be edited and finalized. Music may be added. (4weeks)
5. **5th Phase-** Translators will then meet to review the edited PSA's with/without music in one location to ensure messages are clear, understandable and coherent in Creole/French/Spanish for professional promotion. (4 weeks)

Payment:

For services required, payment will be as follows:

- The translation rate is twenty dollars \$20 per page due on verification of translated documents.
- For recordings, each participant will be paid twenty dollars (\$20) on satisfactory completion of each Public Service Announcements.

Application Procedure:

Interested persons may submit their resumes with relevant qualifications, as well as the name of a referee with their application.

Applications of interest and resumes can be dropped off at any of the Commissions offices, at Franklyn Missick's building, Grand Turk, or, at Suite 206, Cabot House, IGA Plaza Leeward Highway, Providenciales; or be emailed to the Secretary of the Commission; Mrs. Wanda Ariza at Secretary@IntegrityCommission.tc . Please note, that based upon resumes submitted, a pre-qualified list of Translators will be selected for recruitment over a 2-3 year period for various translation projects. This list will be updated as necessary.

The deadline for Applications is February 28th 2019. Please note that only applications selected will be notified.