

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC 1 and 3 Connector Road Project		
Expertise	Office-manager/Translator (Russian-England-Kyrgyz)		
Source	National	Category	Independent IC
<p>Objective/Purpose of the Assignment:</p> <p>The key objective of the assignment is to assist IPIG in implementation of the CAREC 1 and 3 Connector Road Project and other projects implemented by the IPIG.</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Adequate and qualitative translation of scientific, technical, public-political, economic and other special documents, correspondence materials in IPIG, materials of Project related conferences, workshops and seminars; 2. Carrying out within the specified time the verbal and written, complete and shortened translations, providing the accurate compliance of translations with lexical, stylistic and logical content of originals, compliance with the requirements regarding scientific and technical terms and definitions. Editing and revision of translated documents; 3. Accurate registration of incoming and outgoing documents of IPIG with all organizations, receipt and distribution of correspondence, keeping correspondence within his/her authority; 4. Organization of appropriate usage of office equipment and its timely maintenance; 5. Assistance to other IPIG staff in developing important urgent IPIG documents; 6. Ensuring and arrangement of prophylactic and current repairs of officer (IT) equipment, liaison with technical maintenance service organizations, periodical scheduling procurement of needed spare parts; 7. Organization of meetings, reception and registration of visitors, guests, delegations, etc.; 8. Preparation of minutes, coordination of information safekeeping; 9. Execution of other official commissions of the IPIG Director and his Coordinators. <p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Higher education in studying foreign languages (English language); • Work experience as a translator in international organizations and/or organizations financed by international donors not less than 3 years; • Professional skills in making specific translations concerning road construction area; • Good computer skills. 			
Places of Assignment:	Days/Months	Estimated Dates	
Principal place of services is the IPIG office at the Ministry of Transport and Roads of the Kyrgyz Republic .	5 months	Commencement of Services is scheduled to August 1, 2017 subject to approval of the ADB. The contract is effective till December 31, 2017.	