



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for National Project Personnel *

Name:			
Job Title**:	National Food Safety Consultant (Translation Services)		
Division/Department:	FAO Bangladesh		
Programme/Project Number:	GCP/BGD/054/USA		
Duty Station:	Dhaka, Bangladesh		
Expected Start Date of Assignment:	15 May 2017	Duration:	3 months (NTE 5 Aug 2017)
Reports to:		Title:	National Team Leader

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The Food and Agriculture Organization of the United Nations (FAO), is through the "Institutionalization of Food Safety in Bangladesh for Safer Food" (GCP/BGD/054/USA), providing key technical support to the operationalization of the Bangladesh Food Safety Authority (BFSA). Part of this support includes development of food regulations and food rules that comply with Section 13 of the Food Safety Act. Support is also extended to review, and update existing food safety legislation. In order to ensure that the key outputs of these are utilized by the Government of Bangladesh, some of these materials require translation into Bangla. The translation is rather unique given that these are technical and legal documents.

In this context, FAO Bangladesh seeks to hire on short-term basis a national consultant (translation services) to assist with translation of existing and draft food safety legislation and related documents. The consultant will closely liaise with the Bangladesh Food Safety Authority (BFSA) and will consult with other food control agencies on food regulations and legislation. The consultant will work under the overall supervision of the FAO Representative in Bangladesh, the technical supervision of the project's Senior Technical Adviser and under the direct supervision of the Project's National Team Leader, and in collaboration with other members of the project Technical Assistant Team (TAT) as well as the relevant local/national authorities.

The specific tasks will include the following:

- Work closely with the International Food Safety Legal Consultant to ensure translation of all documents;
- Translate existing and draft food legislation from English to Bangla and vice versa;
- Translate SOPs, COPs, Questionnaires, Checklists, and food safety awareness materials from English to Bangla and vice versa;
- Review existing draft translations of food legislation, SOPs, COPs, Checklist and provide final versions of the translations;
- Support the work of the BFSA Board Member in charge of Food Related Laws and Policies;
- Liaise with the Ministry of Law and advise the Project on national legislative procedures (drafting, approval process and publication of food legislation).

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Produce translations of relevant food safety regulation: existing legislation, government agreements, strategies, draft rules and regulations;
- Produce translations of Memorandum of Understandings with different Food Control Agencies (FCAs);
- Produce translations of Standard Operating Procedures (SOPs), Code of Practices (COPs), checklist and questionnaires

Required Completion Date:

5 Aug 2017

Required Competencies

Academic/Technical Competencies/Qualifications

- University degree in agriculture science, food safety management, law or related area;
- Minimum 5 years of experience in the area of agriculture, food safety and translation of legal documents and regulations;
- Experience working with government institutions and knowledge of legislative procedures in Bangladesh;
- Demonstrated competency in translation, legislation drafting in Bangla and legislative procedures;
- Ability to translate food safety regulation and complimentary documents from English to Bangla and from Bangla to English;
- Demonstrated knowledge of technical terms related to agriculture, food safety, food quality control and food management;
- Good written and spoken language skills (both English and Bangla).

Application Guidelines:

All applicants are requested to send their Personal Profile Form (PPF) to the following address:

FAOBD-Vacancies@fao.org by close of business on 08 May 2017.

PPF is available to this link: <http://www.fao.org/employment/irecruitment-access/en/>

Subject must refer "Application for the position of National Food Safety Consultant (Translation Services)"

Candidates not possessing the requisite qualifications should not apply as their application will not be considered.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview.

All recruitment to FAO posts are made on a competitive and transparent basis. Candidates are encouraged to apply directly to FAO and follow the instructions on this website. Please note that no intermediary is allowed to expedite or facilitate such process. All those who represent themselves as such are fraudulent and should be reported to FAO immediately.

Women candidates are strongly encouraged to apply.