

Secretariat of the Convention on Wetlands

Roster positions: Consultant rapporteurs and translators (English to French, and English to Spanish)

Background

The Secretariat of the Convention on Wetlands is seeking to expand its roster of translators (from English to French, and English to Spanish) and meeting rapporteurs, to support it in 2022 and beyond, including at the 14th meeting of the Conference of the Contracting Parties (COP14) to be held in Wuhan, China in November 2022.

The Convention is an intergovernmental treaty which provides the framework for national action and international cooperation for the conservation and sustainable use of wetland biodiversity and services. It was the first of the modern global multilateral environmental agreements and remains the only one devoted to a specific critical ecosystem.

The Secretariat of the Convention has its headquarters in Gland, Switzerland, where the International Union for Conservation of Nature (IUCN), provides some administrative services for the operations of the Secretariat.

Terms of reference

Translators:

The core tasks are to:

- Translate meeting documents, communications with Contracting Parties, technical publications, news stories and other content;
- Carry out necessary research on terminology to ensure translations follow technical and institutional standards;
- Ensure that the file format and text style and format correspond to the original file sent;
- Incorporate changes to the translation as required;
- Update previously translated documents, to reflect amendments tracked in the English version sent to the translator;
- Submit periodic invoices following completion of tasks.

Translators will work remotely, with the exception of the Conferences of the Contracting Parties (COPs) which take place every three years, for which on-site translation is required. Deadlines are often tight and accuracy, register and clarity are essential. The Secretariat pays fixed word rates and hourly rates for updating or editing tasks. On-site translation support is paid on a daily rate.

Rapporteurs:

The core tasks are to:

- Draft and proofread reports of plenary sessions of the COP and of the annual meetings of the Standing Committee and other subsidiary bodies, for overnight translation and publishing;
- Carry out necessary research to ensure that reports are in line with existing practice and guidance which will be provided;
- Incorporate changes to the draft reports as required;
- Compile and finalize daily reports into a final meeting report, incorporating feedback from participants and the Secretariat.

Rapporteurs will work on site, at the COP venue or at the Secretariat Headquarters in Gland, Switzerland, or remotely in the case of meetings held online. They are paid a daily rate which is in line with IUCN standards according to their relevant experience and qualifications.

Candidates for all positions should submit a summary CV showing relevant qualifications and reference contacts, as well as experience and knowledge of environmental governance including on-site rapporteuring or translating for international conferences, ideally multilateral environmental agreements or similar bodies. They should be able to travel as required, subject to any global restrictions which may be in place, in particular to COP14 in Wuhan, China, in November 2022.

Candidates should also be registered as self-employed consultants in their country of residence and will be required to provide paperwork confirming this should they be selected.

Interested candidates must contact the Secretariat (ramsar@ramsar.org) by 28 February 2022.