**Freelance translation work**

**(Freelance)**

**Program:** - The “Livestock Development in Armenia: South-North” Project is implemented by “Strategic Development Agency” NGO and financed by the Austrian Development Agency, the operational unit of Austrian Development Cooperation and the Swiss Agency for Development and Cooperation.

**Location:** - Yerevan

**Duration of work:** - 28.06.2021-28.07.2021

**Application deadline:**- 27.06.2021

 **Contract type:** Civil law contract

**Job description:**- Within the framework of this program it is planned to involve a freelance translator (from Armenian to English) who will perform with proper quality Manuals’ translation provided by "Strategic Development Agency" NGO (Procurement Manual, HR handbook, Business Trips and Security manuals) translation work.

**Timetable** - The proposed commitment involves no more than 30 days of engagement with the following schedule:

|  |  |  |
| --- | --- | --- |
| **Action / result:** | **Number of pages:** | **Schedule, deadline** |
| 1. Procurement Manual
 | 33 | 5.07.2021 |
| 1. HR Handbook
 | 34 | 15.07.2021 |
| 1. Business Trip
 | 15 | 20.07.2021 |
| 1. Safety Manual
 | 20 | 28.07.2021 |

**Experience and Qualification:**- Those who meet the following requirements can apply for translation of the above manuals:

* Higher Linguistic Education
* Translation experience
* Job planning skills
* Editorial skills
* High computer skills
* Internet access

**The application process-** Interested persons can submit their applications with CV (Armenian or English languages) and financial offer as a complete package, in the following e-mail address: e.petrosyan@sda.am. A text for translation (from Armenian to English) is attached to you as a quality control test. If you have any questions, please call 093000310