LifeWatch ERIC Service Centre

Translator & proofreader

Terms of Reference
I. Job description

JOB TITLE: Translator & proofreader
LOCATION: LifeWatch-ERIC Service Centre premises in Lecce (Italy)
Position: Occasional employment contract

II. Main accountabilities

I. She/he will directly report to the Interim Service Centre Director for all official documents, and Chief Communication Officer for website and communication materials language editing and translations

II. She/he will be in charge of proofreading and translating document into English at the request of the Service Centre, as well as suggesting suitable vocabulary and language editing

III. The ideal candidate should meet the following requirements

- Be English native speaker
- Have a higher university degree or equivalent qualifications in Linguistics/Translation
- At least 15 years of accredited professional experience as a proofreader or translator into English
- At least 15 years of accredited professional experience in translating and proofreading academic publications and other documents pertaining to biodiversity and ecosystems

IV. The vacancy is subject to the following procedure

- A Curriculum Vitae* (EUROPASS format, 6 pages at the most) should be submitted to Sara Caramusco (sara.caramusco@lifewatch.eu) by 16 November 2018
- Shortlisted candidates will be contacted directly by the LifeWatch-ERIC Service Centre Interim Director
- Candidates may be called for an interview with the LifeWatch-ERIC Service Centre Interim Director
- The successful candidate will be employed under occasional contract conditions for € 5.000 (gross) until the 31st of December 2018, in accordance with Italian law
• Start date: 19 November 2018

* Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: ‘I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)’ will be automatically deleted from our database and consequently not taken into consideration.