

**“TRANSLATION CENTRE
OF THE MINISTRY OF JUSTICE OF THE REPUBLIC OF ARMENIA”
STATE NON-COMMERCIAL ORGANISATION**

ANNOUNCES

VACANT POSITIONS FOR LAWYER-LEGAL AUTHENTICATORS

Duties and responsibilities

- Legal revision of translated legal acts and other documents;
- Linguistic assessment of translated legal acts as to their compliance with rules of legislative technique;
- Assistance to translators and terminologists in localisation of the international and Eurasian Economic Union supranational legal concepts subject to approximation;
- Take part in the development of terminological glossaries, databases, and manuals.

Required qualifications and skills

- Higher education in law;
- Excellent knowledge of the Armenian legal system;
- Knowledge of the international and EAEU legislation and legislative technique will be an asset;
- Excellent knowledge of the English language is a must;
- Qualification or specialisation received in foreign higher education institutions will be an asset;
- Professional experience will be an asset;
- Experience in translation will be an asset;
- Ability to work with computers and other modern technical means.

Salary: competitive and experience-based

Involvement: full time or part time (please, do not apply for freelance work).

Applicants are required to submit the following documents:

- Curriculum Vitae in Armenian or English;
- Copy of higher education diploma. Students are required to submit a statement of information from the higher education institution;
- Copy of identification card or copies of passport and social card (if absent, copy of statement of information);
- Reference letter from previous employer and/or higher education institution, if available.

Short-listed candidates will be invited for a written test (knowledge of the English and Russian languages, general awareness, translation and legal revision skills), and the candidates with the highest scores will be further invited for an interview.

The **deadline** for submission of applications is **17 March 2018**.

Interested applicants are welcome to submit their documents by e-mail to **mzargaryan@translation-centre.am** or deliver to the following address: 41/a Halabyan street, Yerevan 0078, “Translation Centre of the Ministry of Justice of the Republic of Armenia” SNCO, from 10:00 to 18:00, except Saturdays and Sundays.

About the Organisation

"Translation Centre of the Ministry of Justice of the Republic of Armenia" SNCO is a non-commercial organisation under the Ministry of Justice of the Republic of Armenia, with a mission to provide high-quality translation of Armenian and international legal acts into English, Armenian and Russian.

(www.translation-centre.am)