

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

ANNOUNCES VACANT POSITIONS FOR

TRANSLATORS

Responsibilities

- Translate from **English into Armenian and vice versa**,
- Take part in the elaboration, updating and development of terminological glossaries, databases, and manuals.

Required qualifications and skills

- Higher education in translation studies, linguistics, law or related fields,
- **At least five years** of experience as a translator,
- **Excellent knowledge of the English and Armenian languages is a must**; knowledge of another EU official language (except for English) will be an asset,
- Experience in translation of Armenian and EU legal acts will be an asset,
- Knowledge and skills in special CAT tools (e.g. Trados etc.), as well as relevant certification will be an asset,
- Ability to work with computers and other modern technical means.

Salary: market- and experience-based

Involvement: full time, part time or free-lance.

Applicants are required to submit the following documents:

- Curriculum Vitae in the English or Armenian languages,
- Copy of higher education diploma,
- Copy of the service record book or extract from service record,
- Three references (name, position, contact information),
- Copy of passport,
- Copy of social card (if available).

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

The **deadline** for submission of applications is 05.08.2011.

Interested applicants are welcome to submit their documents by e-mail: zmelikyan@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 the legal acts of Armenia and those of the EU in the English and Armenian languages respectively (www.translation-centre.am).