



LESOTHO ELECTRICITY AND WATER AUTHORITY

TERMS OF REFERENCE

ENGLISH TO SESOTHO TRANSLATOR (PART-TIME)

1. BACKGROUND

Lesotho Electricity and Water Authority (LEWA) was established through the Lesotho Electricity Authority (LEA) Act. No. 12 of 2002 as amended to regulate Electricity Supply Industry (ESI) and Urban Water Supply and Sewerage Services.

One of the Authority's strategic objectives is to promote stakeholder awareness, empowerment and protection. To realise this objective, the Authority intends to continue producing publications such as the Quarterly LEWA Newsletter, brochures and pamphlets/flyers in both Sesotho and English Languages.

In order to ensure accurate Sesotho translation and high level Sesotho composition of LEWA outputs and reports in the Sesotho language, LEWA requires part-time **English to Sesotho translator**.

2. Deliverables

Up to 2,500 words in ONE working day

For every extra 2,500 words an additional working day.

3. RESPONSIBILITIES

The translator will be responsible for:

1. Producing a 100% accurate translation of English text to Sesotho text. Content accuracy includes detailed comparison of content, facts and figures and making sure there are no omissions from the source; translations and proofreading all footnotes and/or endnotes, captions under photographs, lists etc, accurate and exact translation of LEWA documents, and, accurate and consistent usage of LEWA terminology adapted to Sesotho.

2. Ensuring Sesotho language excellence and proofreading, including excellent Sesotho language, vocabulary, syntax, expression and grammar as well as all relevant terminology.

3. Ensuring quality check and proofreading of translation; ensuring that no typographical errors are left in the final text.

4. The translation submitted to LEWA under this TOR is the property of LEWA and cannot be submitted, distributed to or used by any other party, without the approval by LEWA.

5. The translator is obligated to work within the required deadlines and be available to LEWA for comments and corrections.

5. REPORTING

The translator will report directly to the **Manager Consumer Affairs & Communications**, and be tasked with the translation of LEWA reports upon demand within the allotted time frame.

6. REQUIRED QUALIFICATIONS:

- a. A university Degree in Sesotho and English or Equivalent;
- b. At least 3 years of proven experience in Sesotho literature and/or writing;

c. At least 3 years of **proven experience in translations from English to Sesotho** for clients such as research institutes, human rights organisations, international organizations, translation services or other translation users.

e. Ensured electronic communication mechanism to include facility for submitting electronic reports;

7. Time Frames

The assignment shall be for about 5-8 days/month lasting a total of SIX (6) months.

HOW TO APPLY:

Candidates interested in applying for this position should provide the following:

1. A personal history in English and Sesotho providing full details on education, present and past employment, language skills, computer skills, etc.
2. A letter in English and translated into Sesotho (max 300 words) explaining why you think you are qualified for this post and why you would like to work for LEWA. Also indicate when you can start work.
3. Samples of previous work in relation to translating English documents to Sesotho Documents

Only qualified short listed candidates will be contacted.

Applications received after the closing date will not be considered.

SUBMISSION OF BIDS AND CLOSING DATE

All envelopes must bear no name and address of the bidder.

The deadline for submission of bids is 30 July 2014 at 12hrs00 noon.

TENDERS IN SEALED ENVELOPES CLEARLY MARKED "**TENDER FOR ENGLISH TO SESOTHO TRANSLATION**" must be deposited in the tender box placed at LEWA offices, 7th Floor Moposo House, bearing no marks of Tenderer's identification.

The proposals should be addressed to:

THE PROCUREMENT COMMITTEE

LESOTHO ELECTRICITY AND WATER AUTHORITY

7th FLOOR MOPOSO HOUSE

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