

OFFICE OF THE PRINCIPAL

**INTERNAL CONSULTANCY ADVERTISEMENT
Translation consultancy for PhD research study implemented by staff of the
Department of Human Nutrition and Dietetics**

Terms of Reference for Translator

The Translator will be primarily responsible to translate qualitative data verbatim from the Kinyarwanda language to the English language.

A. Duties:

1. Read all the documents thoroughly and translate them word by word using appropriate English words or phrases.
2. Read the translated version to make sure it can be understood by researchers whose first language is not Kinyarwanda.
3. Check the documents for spelling mistakes or wrong interpretations and rectify them.
4. Complete work in the agreed upon time frames.
5. Submit both a hard and soft copies (typed using Times New Roman font and 1.5 spacing)
6. Participate in a meeting to discuss the quality of translated documents.
7. Revise the translated documents per researchers input (if required).
8. Submit the final translated documents 2 days after the meeting on discussion of translated documents.

B. Personal Qualifications, Minimum Requirements:

1. Master's degree in Human Nutrition or Public Health.
2. Fluent in spoken and written English and Kinyarwanda.
3. A minimum of 2 years' experience of research in nutrition domain or Public Health, specifically in qualitative research.
4. Computer literate and familiar with MS word.
5. To be a permanent staff of University of Rwanda.

C. Duration

The consultancy will last for 2 months, starting from ^{26th} February to ^{26th} April 2019

D. Remuneration

1. The translator will sign a contract and will be paid according to the terms.
2. Payment will be made upon submission of an acceptable translated document

E. Please submit your application in hardcopies at Central Secretariat of UR-CMHS, Remera Campus, or in softcopies on the following email: principal.cmhs@ur.ac.rw . Include your application letter, CV and one page of your most recent nutrition related translated work.

F. The Applications should be deposited no later than ...^{20th}.....February 2019

For more information contact: Jeanine AHISHAKIYE, SPH/Human Nutrition and Dietetics
Email: jahishakiye@nursph.org

Done at Kigali, on ^{19th} February 2019

Dr. Jeanne KAGWIZA (PhD)

Ag. Principal, College of Medicine and Health Sciences, University of Rwanda

