



## **FHI 360 Nepal**

# **Vacancy Announcement for Short-term Assignment for Transcription and Translation**

FHI 360 has been working in Nepal since 1993 in the areas of HIV/AIDS, family planning/reproductive health, nutrition, antimicrobial resistance, environment, capacity building, civil society and media strengthening, and governance reform. FHI 360's work is grounded in evidence and aligns with and provides support to the Government of Nepal's development priorities and plans. FHI 360 requests applications from the interested and qualified individuals to carry out short-term assignment as follows:

### **Transcriber/Translator: 1**

The consultant transcriber and translator will provide transcription and translation support for the communication efforts of FHI 360 and its various projects by accurately transcribing and translating interviews conducted with beneficiaries, implementing partners and others to create a human connection to the program work and impact. The transcripts and translations will be utilized by FHI 360 and/or donors as print and web materials and social media posts as well as in reports, blog posts, photo stories, fact sheets, conference material. A designated focal person will brief the consultant on the assignment details. The consultant will transcribe and translate given audio files of interviews with beneficiaries, implementation partners, and others. FHI 360 must have full copyright of the final transcripts and translations.

### **Key Responsibilities**

- Transcribe interviews conducted by Regional and Global Communication personnel as assigned.
- Translate interviews conducted in Nepali to English so as to capture both the words and the essence of the interview.

### **Qualifications**

- Experience transcribing and translating interviews and spoken conversation while capturing the essence of the conversation.
- Strong written and spoken English
- Ability to work creatively in challenging conditions.
- Journalism or communications background desirable.

Interested and qualified individuals are requested to use this [Application link](#) for the application by October 24, 2022

***Only short-listed candidates will be invited to participate in an assessment process. Any effort to influence the selection process will result in disqualification.***