

# REPUBLIC OF RWANDA



**SUPREME COURT**  
**P.O BOX 2197**

**KIGALI**

## **JOB RE-ADVERTISEMENT**

### **Background**

The Government of Rwanda (GoR), through the Judiciary has received funding from the Netherlands Embassy for the programme of Capacity Building of the Judiciary & Prosecution for extradited suspects of Genocide, Phase II n 4000002774. The purpose of the programme is to improve all round quality of judgement and sentencing as well as specifically improving prosecution of Genocide suspects

Therefore, the Supreme Court would like to recruit the **Contractual personnel** for the following vacant positions:

<b>INSTITUTION</b>	<b>SUPREME COURT</b>
<b>Job Title</b>	<b>Legal Translator/ Interpreter</b>
<b>Job Classification Level and Grade</b>	<b>Contractual</b>
<b>Number</b>	<b>6</b>
<b>Supervised by/Reporting to (Title):</b>	<b>President of Court</b>
<b>Responsible for/Key Responsibilities (Job Description):</b>	
<i>Functions</i>	<i>Tasks</i>
<b>Core mission</b>	The translators/Interpreters will be responsible for translating case Law reports and other relevant legal documents from Kinyarwanda to English / French ensuring:

	<p><b>1. Complete content accuracy:</b> This entails accurate translation of content, facts and figures, footnotes and endnotes and all relevant legal terminology and no omissions from the source documents.</p> <p><b>2. Grammar and style:</b> Translated documents must be written in excellent English/French language, expression and grammar.</p>
<b>Specific tasks:</b>	<ol style="list-style-type: none"> <li>1. The translators/Interpreters must proofread and edit a minimum of eight (8) Law reports per month and ensure that there are no typographical errors, complete content accuracy and correct grammar and style as mentioned above.</li> <li>2. The translators/Interpreters shall put much emphasis on the selected Law reports to ensure utmost suitability for publication both in hard copies and online for public use.</li> <li>3. The translators/Interpreters shall do simultaneous translation in court rooms or conferences from English to Kinyarwanda or French to Kinyarwanda and vice versa whenever it is deemed necessary.</li> </ol>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Master's Degree in Law or Translation / Interpretation from a reputable institution with high skills in English and Kinyarwanda Languages at higher / professional level.</li> <li>• A minimum of 2 years proven experience in translation/interpretation.</li> <li>• Bachelors' Degree in law or Translation / Interpretation with minimum of 4 years proven experience in translation from Kinyarwanda to English and French documents.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellence in Computer Skills;</li> <li>• Team Work Skills;</li> </ul>

Interested and qualified candidates are requested to apply online through the E-Recruitment system available on website [www.mifotra.gov.rw](http://www.mifotra.gov.rw), Not Later Than Thursday, the 17<sup>th</sup> December, 2020, 5.00PM

Done at Kigali on... *9th* / *12* / *2020*



Digitally signed by  
SUPREME COURT  
(Secretary General)  
Date: 2020.12.09  
10:52:23 +02'00'

**Ms. MURORA Beth**

**Secretary General**