

REPUBLIC OF RWANDA



SUPREME COURT

P.O BOX: 2197

KIGALI

JOB RECRUITMENT

Background

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

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

INSTITUTION	SUPREME COURT
Job Title	Legal Translator/ Interpreter
Job Classification Level and Grade	Contractual
Number	6
Supervised by/Reporting to (Title):	President of Court
Responsible for/Key Responsibilities (Job Description):	
<i>Functions</i>	<i>Tasks</i>
Core mission	The translators/Interpreters will be responsible for translating case Law reports and other relevant legal documents from Kinyarwanda to English / French ensuring; 1. Complete content accuracy: This entails accurate translation of content, facts and figures, footnotes, endnotes and all relevant legal terminology and no omissions from the source documents. 2. Grammar and style: Translated documents must be written in excellent English/French language, expression and grammar.

Specific tasks:	<ol style="list-style-type: none"> 1. The translators/Interpreters must proof read 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. 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. 3. The translators/Interpreters simultaneous shall do Legal Interpretations in court room or conferences from English to Kinyarwanda or French to Kinyarwanda and vice versa whenever it is deemed necessary by courts.
Qualifications	<ul style="list-style-type: none"> • A Master’s Degree in Law from a reputable institution with high skills in English and Kinyarwanda Languages at higher/professional levels. A minimum of 2 years proven experience in translation. • Bachelors’ Degree in law with minimum of 4 years and proven experience in translation of Legal documents from Kinyarwanda to English and French for law firms and research institutions or other users of Legal documents.
Experience	<ul style="list-style-type: none"> • A demonstrated experience in drafting of case law reports and other legal documents. • A demonstrated experience in simultaneous Legal Interpretations in court room or conferences from English to Kinyarwanda or French to Kinyarwanda and vice versa

Interested and qualified candidates are requested to apply online through the E-Recruitment system available on website www.mifotra.gov.rw, not later than Tuesday 20th October, 2020, 5.00PM

Done at Kigali on 12th October, 2020

Ms. MURORA Beth

Secretary General

Cc:

- **Hon Chief Justice**
- **Deputy Chief Justice**