



Malé Business Center, Sakeena Mazil, Medhuziyaaraay Magu,  
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## **Terms of Reference Translator Business Center Corporation**

The Business Center Corporation (BCC) is state owned enterprise established by the Government of Maldives. It is the legal vehicle mandated for the operations and management of the Regional Business Centers (BC), established as per the SME Act (2013) and would be steering the governments' SME support efforts and provide support in the development of the SME sector, under the overall direction of the responsible Ministry of Economic Development.

**Type of Service:** Translator / Interpreter

**Required Languages:** Bengali and English

**Duration:** 1 Year (One Year)

**Contract Type:** Contracted Service – Individual

**Job Station:** Male', Republic of Maldives

**Salary Range:**

### **OBJECTIVE**

- The objective is to provide translation and interpretation services to the Business Center Corporation.
- The service shall be contracted for a period of 1 year (One Year), and may be extended.

### **BACKGROUND AND CONTEXT**

- The Ministry of Economic Development, which has the mandate to provide labor and employment services to the foreign employees in the Maldives, has an arrangement with the Business Center Corporation to provide certain auxiliary services related to foreign employment. As such, the Business Center Corporation will be providing translation / interpretation services as directed by the Ministry of Economic Development, for foreign workers in the Maldives, assisting them in complying with foreign employment requirements and relevant immigration laws and regulations.



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## SCOPE OF WORK

### The translator will undertake the following duties and responsibilities

- The translator will be required to translate any content shared to them for translation
- The translator will work with relevant authorities regarding foreign employment services
- The translator will be required to translate and interpret statements
- The translator will provide translations for legal declarations and supporting documents
- The translators will be required to assist foreign workers during meetings with government officials and their lawyers
- Ensure services are provided within the agreed timeline, and work is done proficiently

## REQUIRED SKILLS AND EXPERIENCES

- A Bachelor's degree in International Relations, Business, Economics, Labor, Linguistics or a relevant field
- At least 3 years of professional experience in translation / interpretation and / or working with Non-Governmental or Governmental organizational in relevant fields
- Demonstrate an understanding of issues and technical terms in foreign employment and human trafficking
- Proven professional skills in translation and interpretation from and into English / Bengali and vice versa
- A high level of written and oral fluency in Bengali and English
- Experience in working with translation and interpreting services with vulnerable populations and immigration context would be an added advantage
- Ability to work independently and in teams
- Computer skills, including Microsoft Office

