

**Center for Career Planning & Placement (CCPP)**  
**Graduate Placement Services (GPS)**

**JOB VACANCY FORM<sup>®</sup>**

**IMPORTANT:** The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV261

Company Name: State Audit Institution

Company Type: Government



|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                                                                                |
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| <b>Job Position/Title:</b>        | Translator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Academic Major:</b>      | Literature Applied Linguistics (TESOL) General Linguistics Translation Studies |
| <b>Salary Range:</b>              | 24,600 AED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Years of Experience:</b> | Fresh Graduate                                                                 |
| <b>Job Location:</b>              | Abu Dhabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Job Type:</b>            | Full-time                                                                      |
| <b>Nationality:</b>               | Only UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Gender:</b>              | Both (Male/Female)                                                             |
| <b>Job Description:</b>           | <ul style="list-style-type: none"> <li>• Translation of all documents and texts in Arabic and English that related to the SAI (financial statements, reports supervisory, contracts, laws, minutes of meetings ... etc.) with highest level of accuracy and integrity in the specified time.</li> <li>• Review texts which are translated by a peer or any other.</li> <li>• Write translated texts consistently and revised it, which should be compatible with the context.</li> <li>• Interpretation in Arabic and English while attending meetings, seminars and workshops to be held within the SAI or outside SAI.</li> <li>• Communicate with colleagues to reach the best translation results required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                                                                                |
| <b>Minimum Qualifications:</b>    | <ul style="list-style-type: none"> <li>• The ability to read the original article and translated without prejudice within the meaning of them.</li> <li>• Skills of using global electronic of translation dictionaries and manual translation dictionaries in order to find the nearest and most accurate meanings.</li> <li>• The ability to translate accurately the legal texts whether texts of financial accounting, regulatory or technical information to reach the actual meaning.</li> <li>• Commitment to the completion of translation tasks in a timely manner.</li> <li>• Prioritize work and time management.</li> <li>• Ability to work effectively and collaborator with management and colleagues.</li> <li>• Ability to develop skills, refined and the possibility of transfer to colleagues.</li> <li>• Provide the necessary support to colleagues at work.</li> <li>• Bear the pressures of work and discipline and responsibility.</li> <li>• Good to deal with colleagues and respect for superiors at work.</li> <li>• Highly efficient in using of computer programs (ICDL)</li> <li>• Holding TOEFL</li> </ul> |                             |                                                                                |
| <b>No. of Positions Required:</b> | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                                                                                |
| <b>Job Close Date:</b>            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                                                                                |

To Apply, UAEU Graduates/Alumni should send their CVs to:

**a.aldarmaki@saiuae.gov.ae**

