



INCLUSIVE DEMOCRATIC PARTICIPATION: ENHANCING EDUCATION, ENGAGEMENT, AND OVERSIGHT

Position	: Freelance Translator (English ↔ Arabic)
Reports to	: Project Manager
Duty station	: Remote
Duration of contract	: 30 Working days (From 01/03/2026 to 30/10/2026)

The Arab Center for the Development of the Rule of Law and Integrity (ACRLI) is a non-governmental, non-profit regional organization founded in 2003 by a group of legal experts, practitioners, and prominent public figures. ACRLI's mission is to promote and implement best legal practices in the areas of the rule of law and integrity, in alignment with international norms and standards. Its ultimate goal is to strengthen sustainable good governance for development across the Arab region.

ACRLI is currently implementing the "Inclusive Democratic Participation: Enhancing Education, Engagement, and Oversight in Lebanon" project, funded by the European Union, in partnership with the European Center for Electoral Support (ECES).

This project aims to promote civic engagement, strengthen democratic processes, and enhance good governance. This initiative seeks to empower diverse stakeholders—including civil society organizations (CSOs), policymakers, and marginalized groups—to foster inclusive decision-making and participatory governance. Through capacity-building, research, and advocacy, ACRLI aims to contribute to a more transparent, accountable, and democratic society.

Over a 24-month period, the project will focus on:

- ✓ Empowering CSOs to promote democratic education
- ✓ Improving electoral processes and advocating for legislative reforms
- ✓ Enhancing implementation and oversight to ensure accountability

The project will involve multiple activities, supported by a team of experienced professionals and experts including the development of two research papers. To support its implementation, ACRLI will hire a freelance translator responsible for accurately translating project documents between English and Arabic, ensuring clarity, consistency, and the preservation of technical and legal terminology.

1. TASKS AND RESPONSIBILITIES

Under the guidance of the Project Manager and Chief Technical Advisor, the freelance translator will be responsible for translating documents accurately and professionally between English and Arabic, ensuring that legal and technical terminology is preserved. Specifically, the translator will:

- Translate project-related documents, including reports, research papers, and communication materials from English to Arabic and Arabic to English.
- Ensure that translations maintain the original meaning, tone, and context.
- Proofread and edit translated documents for clarity, accuracy, and consistency.
- Preserve legal and rule of law terminology throughout all translations.
- Revise all comments, edits, and suggestions provided by reviewers or project staff to produce finalized, high-quality documents.
- Work closely with the project team to ensure timely delivery of translation tasks.
- Maintain confidentiality of all project materials and sensitive information.

2. QUALIFICATIONS AND COMPETENCIES

2.1 Education

- Bachelor's degree in **Translation**, with strong knowledge in legal terminology, rule of law, governance, or related fields.

2.2 Experience

- Proven experience as a professional translator (minimum 3–5 years), with a focus on legal, governance, and electoral content; sworn translators are preferred.
- Demonstrated experience in translating research papers, policy documents, or official reports.
- Familiarity with legal terminology, electoral law, and governance frameworks is an advantage.

2.3 Skills:

- Excellent command of both Arabic and English, including grammar, style, and technical vocabulary.
- Strong attention to detail and accuracy.
- Ability to work independently and manage deadlines effectively.
- Strong communication and collaboration skills for liaising with project teams.
- Knowledge of comparative legal and governance concepts is an asset.

3. TIMEFRAME

The freelance translator will provide services for a total of 30 working days, starting from 01/03/2026 and to be completed by 30/10/2026. The translator is expected to deliver all translations on time, incorporating comments and revisions from the project team.



How to Apply:

Please submit your CV, a brief cover letter, and samples of previous translation work to [insert email or platform link].