

Interpreter / Translator

Nunavut Impact Review Board

Job Definition Worksheet

Name:		Location:		1
Responsibility: <i>Provide all interpreting and translating services in Inuktitut to Nunavut Impact Review Board members</i>				
Task	Standards	Expectations	Authority / Decision Level	
Translation of written materials from English to Inuktitut or visa versa using accepted techniques as required	<ul style="list-style-type: none"> • Preparing handwritten or typewritten translation using the appropriate orthography • Proofread translated materials before forwarding to appropriate board member or members of the public • Translating materials by means of typewritten, handwritten and word processing • Provide simultaneous and consecutive interpreting services • Performing oral interpreting from Inuktitut to English and vice versa • Utilizing appropriate interpreting equipment to carry out interpreting assignment • Interpreting effectively from English to Inuktitut vice versa using appropriate equipment and techniques as necessary to carry out simultaneous interpreting • Develop a resource of terminology • Provide translation service to the general public and board • Supervise interpreting equipment ensure they are maintained and secured • Set up a boardroom/meeting place to prepare to interpret at meetings 			

