

## **Terms of Reference Translation Services: Pikitup Policies and Induction Manual**

Pikitup Johannesburg (SOC) Limited was established in 2001 as an independent municipal entity, wholly owned by the City of Johannesburg. As the City of Joburg's official integrated waste management service provider, Pikitup provides refuse collection and disposal services to Johannesburg's 4.4 million residents and 17 000 businesses.

Pikitup business is driven by its employees and to this end a set of policies have been put in place that govern working relations in the entity. The policy booklet summaries key policies that govern employer and employee professional conduct.

In an effort to ensure that all Pikitup employees understand and comply with company policies the entity seeks to appoint a service provider to render translation services of Pikitup's Policies Induction Manual.

### **Terms of Reference**

The service provided is expected to translate the Policies Induction Manual from English to Zulu and Sotho languages. The following scope of work is expected from the service provider appointed to undertake work:

- All text, including text contained in figures, boxes, captions, sources and covers requires translation and proofreading;
- The translator must ensure that the English text is translated into excellent Xhosa and Zulu languages:
- Proofread the document to ensure excellence in both languages including vocabulary, syntax, grammar as well as relevant terminology;
- The translator is expected to perform terminology research to ensure the accuracy and appropriateness of translation;
- The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to Pikitup;
- The translator should maintain the overall context into which the document is originally written. This means, the original intended contextual meaning of the sentences/phrases should not be altered or changed into something else

## **Function Requirements**

- Minimum of 5 years' experience in English/ Zulu and Sotho Translation
- Demonstrated experience in translating professional documents;
- Experience in translating issues related to waste management and environmental protection and the sustainable use of natural resources
- Samples of previous work might will be requested.