



CCAMLR

Request for Proposals

Senior Translator (Russian)

LOCATION:

Hobart, Australia
(on site)

TYPE OF**CONTRACT:**

Individual consultancy

START DATE:

8 October 2025

DURATION:

21 working days,
see details below

LANGUAGES**REQUIRED:**

English and Russian

APPLICATION DEADLINE:

5 September 2025

17h00 AEST

Background

The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) is headquartered in Hobart, Australia, and has 27 members and 10 acceding states. Annual meetings of the Commission, Scientific Committee, Standing Committee on Administration and Finance (SCAF) and Standing Committee on Implementation and Compliance (SCIC) are held in person each October. The Commission and its subsidiary bodies operate simultaneously in four official languages: English, French, Russian and Spanish.

Duties and Responsibilities

The consultant will be required to lead and coordinate translation of draft report text for adoption (see footnote 1) and, once the report has been adopted by the meeting, to coordinate translation of the adopted preliminary report. The language of draft report text and language of adoption is English. The adoption process for all reports starts at 09h00 on a Friday and usually concludes by 20h00. The primary translation requirement is from English into Russian.

The consultant will manage a pool of remote-based, external translators via email and MemoQ to ensure that Russian language versions of all text are delivered as per agreed deadlines.

The real-time requirements of CCAMLR translation procedures require exceptional organisation and prioritisation skills, as well as exceptional working knowledge of Marine Science and Antarctic terminology. Existing external translators will be available in various time zones for the duration of the assignment, and source text which is provided for translation late in the day is, at peak times, translated overnight for review by Senior Translators in the morning.

The consultant will need to arrive in Hobart by 8 October 2025 and will be expected to be on duty from 16 to 31 October, including two consecutive weekends.



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Key deliverables will include:

- Translation of WG-FSA-2025 Report (approximately 20,000 words, adopted report¹ (English) available 20h00 Friday 17 October, due Sunday 16h00 AEST 19 October 2025)
- Translation of SC-CAMLR-2025 Report (approximately 30,000 words; translated as draft report text for adoption (English) Tuesday 21 to Friday 23 October; adopted report (English) available 20h00 Friday 24 October, due 16h00 AEST Sunday 26 October 2025)
- Translation of SCIC-2025 Preliminary Report (approximately 15,000 words; translated as draft report text for adoption (English) Tuesday 21 to Friday 23 October; adopted report (English) available 20h00 Friday 24 October, due 16h00 AEST Monday 27 October 2025)
- Translation of SCAF-2025 Preliminary Report (approximately 5,000 words; adopted report¹ (English) available 20h00 Friday 24 October, due 16h00 AEST Tuesday 28 October 2025).
- Translation of draft report text for the Commission Report and Conservation Measures (translated as draft report text¹ for adoption (English) Tuesday 28 to Friday 31 October).

¹ Translation of draft report text for adoption is not required for WG-FSA-2025 and SCAF-2025. Translation of the final adopted Commission report is not required.

Qualifications required of professionals

1. Post-graduate qualification in translation and/or minimum 10 years of professional equivalent experience
2. Outstanding translation skills EN > RU and RU > EN, including working knowledge of Marine Science, legal and Antarctic terminology, as well as diplomatic language
3. Demonstrated high-level proficiency in MemoQ, Microsoft Word and Microsoft Excel
3. Ability to work under pressure and to meet strict deadlines
5. Experience with multilateral bodies

Previous translation experience within the Antarctic Treaty System would be favourably regarded.



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Conditions

Aside from the flat rate daily fees quoted by the successful candidate, the CCAMLR Secretariat will reimburse or alternatively book return economy air travel from the consultant's primary place of residence to Hobart, Australia. Accommodation will be provided or alternatively reimbursed at a rate of AUD 150 per day. A per diem of AUD 110 will be payable for the full duration of the consultancy.

Requested Documentation

Individual contractors are asked to submit the following documents in support of their expression of interest:

- A letter of interest detailing relevant qualifications and experience, eligibility to work in Australia (subject to visa approval as required) and suitability for the role (no more than 2 pages)
- A current CV (no more than 3 pages) including recent translation experience in international, scientific, technical or legal/policy settings
- An indicative daily fee (in either USD or AUD)
- Proof of relevant qualifications or certifications

Applications close 17h00 AEST, Friday 5 September 2025.

Contact

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