



External Publication of Job Posting

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Job Posting Title

REVISER - FRENCH

Start Date

15.11.2017

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12.12.2017

Reference Code

OLC 006 03

Job Title

REVISER - FRENCH

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term position of Reviser – French at the African Commission on Human and Peoples' Rights (ACHPR).

Department

Job Title: Reviser – FRENCH
Post Grade: P3
Supervisor: Secretary to the Commission
Department: African Commission on Human and Peoples' Rights (ACHPR)
Duty Station: Banjul, The Gambia
Number of Positions: 1

Project

JOB PURPOSE:

To check and revise all texts translated from English to French and vice versa to ensure meaningful translation and provide guideline to translators to ensure ACHPR documents conform to acceptable international standards

and norms.

Tasks

MAJOR DUTIES AND RESPONSIBILITIES:

- Check and revise all texts translated from English to French according to the original to ensure accurate (terminology, style, etc.) and meaningful translation;
- Develop detailed guidelines to be used by Translators in the Translation Unit and/ or Freelance Translators, to ensure that ACHPR documents conform to acceptable international standards and norms and provide feedback to translators.
- Consult all relevant sources, technical experts and authors of texts;
- Select and compile terminological materials required for translation and make them available to the Translators;
- Counsel and assist the Freelance Translators;
- Translate documents whenever requested;
- Use modern translation software and tools such as MultiTrans.
- Carry out any other related duties that may be assigned by the Secretary to the Commission.

Requirements

1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCED REQUIRED:

- University Master's Degree in Language studies or Translation, from a recognized Institution with an excellent knowledge of French & English, with 7 years of experience in Translation French to English and vice versa and at least 5 years, progressively responsible professional experience in revision of which three (3) years of international experience.

A higher qualification would be an added advantage.

OR

- University Bachelor Degree in Language studies or Translation, from a recognized Institution with an excellent knowledge of French & English, with 10 years of experience in Translation French to English and vice versa and at least 5 years, progressively responsible professional experience in revision of which three (3) years of international experience.

2. REQUIRED SKILLS & COMPETENCIES:

Functional Skills:

- Excellent command and Good Writing Skills of English and French
- Knowledge in advance technology related with computer aided translation tools, terminology management and workflow system

Personal Abilities:

- Effective, balance management, supervision and Professionalism;
- Computer literacy;
- Ability to complete assignments with minimum supervision
- Ability to cope with pressure and work in a multicultural environment
- Maturity and sound judgement in resolving translation issues effectively
- Ability to analyse translation problems and give proper interpretation to difficult texts

- Ability to manage and coach a team of external translators, planning, coordinating and supervising their work

Knowledge and Understanding:

- Demonstrated skills in translating and revising substantive documents for external audiences.
- Extensive vocabulary coupled with a keen sense of semantics

3. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages (English, French, Arabic or Portuguese). Knowledge of other working languages would be an added advantage.

4. TENURE OF APPOINTMENT:

The appointment will be made on a short term contract for a period of two (2) years of which the first six (6) months will be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to funding availability, satisfactory performance, and agreed deliverables.

5. EQUAL OPPORTUNITIES:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

6. REMUNERATION:

The salary attached to the position is a fixed annual lump sum of US\$81,728.64 (P3 Step 5) inclusive of all allowances for internationally recruited staff and US\$71,064.00 inclusive of all allowances for locally recruited staff.

HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 12 December 2017.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management
African Union Commission
Addis Ababa (Ethiopia)

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters