



External Publication of Job Posting

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Job Posting Title

French Translation and Interpretation Expert

Start Date

20.11.2017

End Date

20.12.2017

Reference Code

OLC201711203

Job Title

French Translation and Interpretation Expert

Organization

The African Union (AU), 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, Ethiopia.

The AU Peace and Security Council (PSC) at its 547th Session met at the level of Heads of State and Government in New York on 26 September 2015 made a decision on the issues related to accountability regarding a grave violation of human rights and other grave abuses that have been committed in South Sudan internal conflict since 15 December 2013. The Council agreed to the establishment by the African Union Commission (AUC), of an independent hybrid court to be known as the Hybrid Court of South Sudan (HCSS) an African owned and led court fully equipped to meet South Sudanese sense of justice and accountability against grave violation of Human rights and other grave abuses.

Overall, the Project will be coordinated by the OLC as mandated by the Chairperson of AUC. Accordingly, OLC will be designated as the focal and coordination office for overall project implementation. The French Translation and Interpretation Expert will be located in Addis Ababa, Ethiopia at Project Headquarter with frequent travel missions to the fields also expected.

Department

Job title: French Translation and Interpretation Expert
Post Level: P2
Supervisor: Project Coordinator
Duty Station: Addis Ababa, Ethiopia
Number of Positions: 1

Project

The job holder will be in charge of translating legal documents as well as any working papers etc. from English to French as required. He/she is also expected to do interpretation from English to French in various sessions undertaken by the programme.

Tasks

Under the overall supervision of the Project Coordinator, the French Translation and Interpretation Expert will undertake the following tasks:

- a. Provide good quality translation from English into French of documents, ensure accuracy of terms and terminology used in the source, and consult with the author when required;
- b. Provide support in editing documents drafted in French;
- c. Provide advice to Project Coordinator in relation with hiring the services of Translators and interpreters if need b

Requirements

1. Qualification and work experience:
 - a. Holds at least at least a Bachelor's degree in translation from English to French. A Post Graduate Degree/Diploma or Master's Degree in same field will be an added advantage. A certification/specialization certificate in translation and interpretation will be an advantage.
 - b. At least 3-4 years' experience, and expertise in English to French translation of institutional documents (administrative, legal, diplomatic...)
 - c. Have relevant legal knowledge and experience in international setting.
2. Other relevant skills:
 - a. Ability to complete work within the agreed timeline to be able to submit the final translation version within set deadline (in both soft and hard copy); proven familiarity with African Union terminology will be plus.
 - d. Have a high sense of responsibility as the job holder will be required to keep the confidentiality of any sensitive information.
 - e. Ability to communicate effectively (written and oral).
 - f. Competence in the use of standard Microsoft Office applications; knowledge of relevant translation software is an added advantage.
3. Tenure of Appointment

The appointment will be made on a short term contract for a period of six (6) months renewable.

4. Gender Mainstreaming

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

5. Remuneration

The salary attached to the position is a fixed monthly lump sum of US\$ 6,002.83 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 5,035.86 inclusive of all allowances for locally recruited staff.

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

20th 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