



External Publication of Job Posting

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Job Posting Title

TRANSLATORS - ARABIC

Start Date

22.01.2018

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23.02.2018

Reference Code

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Job Title

TRANSLATORS - ARABIC

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 attain this objective, the African Union Commission is inviting qualified applicants who are citizens of Member States of the African Union to apply for the position of Arabic translator.

Department

POST:

Job title: Translator ARABIC

Post level: P3 (Step1)

Department: Directorate of Conference Management and Publications

Supervisor: Head of Translation Division

Overall Supervisor: Director of Conference Management and Publications

Duty Station: Addis Ababa, Ethiopia

Number of Positions: Two (2)

Project

JOB PURPOSE:

Under the direct supervision of the Head of Translation Division and overall supervision of the Director of Conference Management and Publications, the responsibilities and duties of the incumbent shall be to properly translate documents, ensuring the highest standard of accuracy, and maintaining the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology.

Tasks

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensure quality translation of working documents in a timely manner;
- Regularly consult colleagues, specialised dictionaries / glossaries, data banks, etc..;
- Check appropriate sources of reference;

- Regularly update specific terminologies, phrases, special expressions, lexicons and acronyms in order to expand vocabulary and enhance skills;

- Have a good working knowledge of the Computer Assisted Translation Tool (CATT)

- Perform any other duty as may be assigned by the Director or immediate supervisor.

Requirements

1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCE:

Candidates must have at least a Master degree in translation from a recognized school .A recognized experience in the field of translation combined with a degree in another field will be an added advantage. Candidates should have at least seven (7) years of continuous working experience in translation or 2 years of working experience with AU, UN or other international organisations.

2. REQUIRED SKILLS & COMPETENCIES:

- professionalism, teamwork, discipline;
- Excellent interpersonal skills;
- Excellent writing skills;
- Computer literacy.
- Ability to work under pressure and tight deadlines
- Ability to work in a multicultural environment

3. LANGUAGE REQUIREMENT:

Candidates must have excellent writing skills of Arabic language and have a good command of English. Ability to translate into English as well as into a C AU working language is an added value (French, Portuguese).

4. TENURE OF APPOINTMENT:

The appointment will be made on a Regular term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two (2) years' renewable, subject to satisfactory performance and deliverables.

5. EQUAL OPPORTUNITIES:

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

6. LEAST REPRESENTED COUNTRIES:

Candidates from the following least represented countries within the AU are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Democratic Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

7. REMUNERATION:

Indicative basic salary of US\$ 37,453.00 (P3 Step 1) per annum plus other related entitlements such as Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission.

HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 23 February 2018.

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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters