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**External Publication of Job Posting**

**50361957**

**Job Posting Title**

INTERPRETER - ARABIC

**Start Date**

26.01.2018

**End Date**

27.02.2018

**Reference Code**

DIC 2018 /16

**Job Title**

INTERPRETER - 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 Interpreter.

**Department**

POST:

Job title: Interpreter- ARABIC

Post level: P4 (Step 1)

Department: Directorate Conference Management and Publications

Supervisor: Head of Interpretation Division

Overall Supervisor: Director of Conference Management and Publications

Duty Station: Addis Ababa, Ethiopia

Number of Positions: Three (3)

**Project**

JOB PURPOSE:

Under the direct supervision of the Head of Interpretation Division and overall supervision of the Director of Conference Management and Publications, the responsibilities and duties of the incumbent shall be to provide proper, clear, faithful interpretation during various conferences and meetings of the African Union using standard, clear and accurate language.

### **Tasks**

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide simultaneous, interpretation during conferences, meetings, audiences discussions, etc;
- Provide consecutive, liaison and other forms of interpretation whenever required ;
- Check appropriate references to ensure exact understanding and use of AU technical terminologies;
  
- Consult colleagues and specialized technical dictionaries/glossaries;
  
- Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skill and ability.
  
- Help develop terminology/lexicons of the AU;
  
- Carry out translation task whenever required;
  
- Perform other related duties that may be assigned by the Director, or immediate supervisor.

### **Requirements**

#### **1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCE:**

Candidates must have at least a Master degree in interpretation from a recognized school . A recognized experience in the field of interpretation 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 interpretation or 2 years of working experience with AU, UN or other international organisations.

#### **2. REQUIRED SKILLS & COMPETENCIES:**

- Professionalism
- Excellent interpersonal skills;
- Excellent communication skills;
- Ability to work under pressure;
- Computer literacy

#### **3. LANGUAGE REQUIREMENT:**

Candidates must be perfectly fluent in Arabic language and have a good command of English. Return Interpretation and knowledge of a C AU working language (pivot) is an added value (Portuguese, French).

#### **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\$ 42,879.00 (P4 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 27 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