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**External Publication of Job Posting**

**50721232**

**Job Posting Title**

TRANSLATORS – PORTUGUESE

**Start Date**

30.01.2020

**End Date**

02.03.2020

**Reference Code**

10000(950,952) - 003

**Job Title**

TRANSLATORS – PORTUGUESE

**Organization**

1. BACKGROUND INFORMATION

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 regular vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Translator – Portuguese within the Directorate of Conference Management and Publications of the African Union Commission.

**Department**

2. POST:

Job title: Translator - Portuguese

Post level: P3 (Step1)

Department: Directorate of Conference Management and Publications

Immediate Supervisor: Head of Translation Division

Overall Supervisor: Director of Conference Management and Publications

Duty Station: Addis Ababa, Ethiopia

Number of Positions: Two (2)

### ***Project***

#### 3. 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, ensure the highest standard of accuracy, and maintain the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology.

### ***Tasks***

#### 4. MAIN DUTIES AND RESPONSIBILITIES:

- Ensure quality translation of working documents on a wide range of subject matters in a timely manner;
- Check working documents before and after translation to ensure contextual understanding, linguistic accuracy and conformity with established AU terminology;
  
- Regularly consult colleagues, specialised dictionaries / glossaries, data banks;
- Participate in the Development of AU terminology database;
- Refer to appropriate reference sources to ensure translation accuracy;
  
- 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)
- Protect the confidentiality of information.
  
- Perform any other duty as may be assigned by the Director or immediate supervisor

### ***Requirements***

#### 1. QUALIFICATIONS AND WORK EXPERIENCE:

##### Educational Qualifications:

- A University Master's Degree in either translation, modern languages, linguistics or related fields of study.

Certification of translators professional member status from a recognized professional body and/or work experience as interpreter is an added advantage. Professional experience:

- At least 7 years' experience of working as a translator. Out of the 7 years of experience, 3 at a supervisory level will be desirable.

- Candidates with a university bachelor degree in the above fields of study will be considered provided they have a minimum of 10 years of relevant work experience as a translator.

#### 2. REQUIRED SKILLS & COMPETENCIES:

#### Functional skills and competencies

- Good translation and editing skills, with the ability to produce accurate and clear translations;
- Excellent writing skills;
- Good communication and interpersonal skills;
- Good computer literacy (Microsoft Office Suite);

#### Personal abilities

- Ability to work in a multicultural and international work environment
- Ability to work in a proactive manner;
- Ability to work under pressure and meet tight deadlines;

#### Knowledge and Understanding

- Experience in linguistic research and development of terminology database;
- Knowledge of Computer Assisted Translation Tool (CATT);
- An understanding of the confidential nature of this area of work;

### 3. LANGUAGE REQUIREMENT:

Proficiency in Portuguese with a good command of English is mandatory. Ability to translate into other AU official working languages (Arabic, French) would be an added value.

### 4. Tenure of Appointment:

The appointment will be made on a regular 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-years renewable, subject to satisfactory performance and deliverables.

### 5. Least Represented Countries

Candidates from the following least represented countries are encouraged to apply: Algeria, Angola, Cape Verde, Central African Rep. , Comoros, Congo (DRC), Egypt, Equatorial Guinea, Eritrea, Eswatini, Ghana, Guinea, Libya, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R. , Sao Tome and Principe, Seychelles, Somalia, South Africa and South Sudan

### 6. Gender Mainstreaming:

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

### 7. Remuneration:

Indicative basic salary of US\$ 37,453.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 26,208.00 per annum, education allowance (100% 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 and a maximum of US\$ 3,300.00 per child per annum for every eligible dependent for national and locally recruited staff.

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 2 March 2020.

- Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
- Copy of valid passport.
- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).
- Please be aware that only complete applications will be considered.
- Please note that only shortlisted candidates will be contacted

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

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters