

Translation Assistant – Translation Department

National Service - Job Description

Position: Translations Assistant

Reports to: Translations Unit Manager

Liaises with: Reception and 2 other translators of the Translations Unit

Purpose of the position:

Under the supervision of the Translations Unit Manager, the Translations Assistant will translate accurately a variety of written materials from their 'source language' into the 'target language', either from French into English or from English into French.

Major Responsibilities:

- Provide timely, accurate, proofread and edited translation of original copy in the target language from French into English, or from English into French, usually as a word-processed document
- Use specialist dictionaries, thesauruses and reference books to find the appropriate word equivalents
- Research legal, technical and scientific phraseology to find the correct translation
- Where appropriate, consult with experts in specialist areas
- Liaise with clients to discuss any unclear points
- Prioritize work to meet deadlines
- Retain a copy of all translated documents
- Any other duties as assigned by the Translations Unit Manager

Education and Experience:

- Bachelor's degree in Translation or equivalent
- Excellent level in French and English

Key Competencies:

- Dynamism and attention to detail
- Ability to prioritize and work to tight deadlines
- Ability to read and understand information and to communicate in a way that people will easily understand
- Advanced knowledge of the structure and content of English and French, including the meaning and spelling of words, rules of composition, grammar and pronunciation
- Good command of MS Office Suite.
- Respect of confidentiality

Working Hours:

Mondays to Fridays – 8am – 5pm

National Service conditions: 350ghc compensation + 100ghc transport allowance + **Free language classes available**

Mode of Application: Send your CV and a motivation letter to translations@afaccra.com by April 19th, 2015