



Alliance Française  
Accra

## **TRANSLATOR FOR THE TRANSLATIONS UNIT**

### **Job Description**

**Position:** Translator

**Reports to:** Translations Unit Manager

**Liaises with:** Reception and 3 other translators of the Translations Unit

#### **Purpose of the position:**

Under the supervision of the Translations Unit Manager, the Translator 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 – 12pm

**Mode of Application:** Send your CV and a motivation letter to [translations2@afaccra.org](mailto:translations2@afaccra.org) by 21<sup>st</sup> February 2018