



Translation Assistant / Assistant(e) de Traduction

Job Description

Position: Translation Assistant

Location: Remote and/or at the AF Accra office

You need a computer and access to internet

Purpose of the position:

Under the supervision of the Head of Translations, the Translation 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 Head of Translation

Education and Experience:

- Bachelor's degree in Translation or equivalent
- At least 1 year of experience in translating a variety of documents at a professional level

Key Competencies:

- 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
- Respect of confidentiality
- Ability to effectively use CAT tools and translation applications.

Mode of application:

Send CV and application letter to com@afaccra.com and Cc. deputy.director@afaccra.com

Deadline: 30TH September, 2020

Note:

This job description is not a contract of employment. It has been prepared as a guide, for the purpose of the organisation, and may change as your contract or the structure of the organisation change, upon consultation with the employee.