



## VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a Specialised Agency of the African Union and the continent's self-monitoring and peer review tool for the promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and exists to create a platform for reviewed states to improve constitutionalism and policy formulation, adoption and implementation. The mechanism establishes best practices and supports member states in monitoring compliance with established African Union standards and principles. These practices and standards are catalysts for transformative leadership needed to achieve political stability, high economic growth, sustainable development and accelerated sub-regional and continental integration. The peer review processes provide a high level platform for experience sharing and promotion of successful best practices including identifying deficiencies and assessing requirements for national capacity building.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The APRM invites applicants who are citizens of AU Member States for the following post:

### 1. **POST**

Job Title:	<b>Translator &amp; Editor</b>
Level:	P4
Supervisor:	HOD: Knowledge Management
Directorate:	Knowledge Management, Monitoring & Evaluation
Duty Station:	Johannesburg, South Africa

### 2. **JOB PURPOSE:**

Under the overall supervision of the Head of Division: Knowledge Management, the Translator/Editor is responsible for:

Editing complex or politically sensitive material relating to Governance issues in Africa, and ensuring accuracy, clarity, cohesion and conformity with the APRM process and standards, and consistency in the use of terminology

### 3. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Promote consistency in the use of terminology and perform quality control of APRM document;
- Revise and /or translate a variety of texts from English into French and French to English respectively respecting the deadlines and using the appropriate terminology;

- Aim at a high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original; observes the established terminology and usage; ensures as far as possible, consistency with other translations produced in the Secretariat;
  - Maintain a certain speed and volume of output, due account being taken of the difficulty of the text and the specified deadlines and constitute and supervise a team of external translators as and when required.
  - Advise translators with a view to refining their skills and overall performance and assists them in solving particularly difficult problems which require specialized knowledge and linguistic insight;
  - Enable to establish priorities and to plan, coordinate and monitor own and work in good coordination with others working on the same assignment in order to ensure consistency of terminology and style.
- Performing other related duties incidental to the work described herein.

**4. QUALIFICATIONS:**

- Bachelor's degree from a recognized university or from an institution of equivalent reference code

**5. PROFESSIONAL EXPERIENCE REQUIRED:**

- At least Five years' experience in translation/revision, preferably in the context of an international organization.

**6. OTHER RELEVANT SKILLS:**

- Have a knowledge of APRM objectives and process;
- Possess excellent communications and negotiating skills;
- Be able to work quickly and accurately under pressure and attend to any ad hoc functions as required;
- Possess excellent drafting ability in English and French;
- Have a practical knowledge of Computer, particularly internet navigation and major Microsoft office applications.

**7. LANGUAGE REQUIREMENT:**

Be proficiency in both English and French. Proficiency of one or several other AU working language(s) would be an added advantage.

**8. AGE REQUIREMENT:**

Candidates must preferably be between 30 and 50 years old.

**9. TENURE OF APPOINTMENT:**

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

## **10. GENDER MAINSTREAMING:**

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

## **11. REMUNERATION:**

Indicative basic salary US\$ 40,413.00 per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (US\$ **21,196.80** per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission.

## **12. APPLICATION PROCESS**

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: [recruitment@aprm-au.org](mailto:recruitment@aprm-au.org), quoting the job title on the email subject line.

*Closing Date 14 February 2017*