

**DESCRIPTION DU POSTE/ TERMES DE RÉFÉRENCE**

CODE DU POSTE: 0112A

DATE DE RÉVISION:

Job Title	Translator/Interpreter - English
Institution	West African Health Organisation
Duty Station:	Bobo-Dioulasso
Salary in United Dollars	44,965.64/52,379.70
Grade	P4
Number of Posts	1
Department	Administration and Finance
Division	Conference and Language Division
Line Manager	Principal Officer Conferences and Language Services
Supervises	N/A

ROLE OVERVIEW:

Under the supervision of the Principal Officer Conferences and Language Services, the incumbent shall primarily perform translation and interpretation work for the Organisation from French into English.

DUTIES AND RESPONSIBILITIES

1. Provide translation or interpretation services for internal and external meetings, conferences and workshops.
2. Interpret (simultaneous, consecutive, whispered, etc.) speeches or statements in appropriate language combinations.
3. Provide interpretation routinely at sensitive meetings.
4. Maintain a database of all interpreters and translators residing in member countries.
5. To monitor the equitable distribution of translation and interpretation work among the region's translators-interpreters registered in the Institution's language database.
6. Coordinate the establishment of a terminology database, glossaries, etc.
7. Manage the terminology and reference database to ensure accuracy and consistency in the use of language and terminology.
8. Develop and maintain an equipment maintenance log to ensure the proper management of WAHO's interpretation and translation equipment.
9. To contribute to the selection, evaluation and training of potential translators-interpreters.
10. Translate documents as required, and in good time.
11. Perform other duties as may be assigned by supervisor.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS:**Qualifications:**

A bachelor's degree (or equivalent) in Translation or Conference Interpretation from a recognised university.

Experience:

- Seven (7) years professional translation and interpretation experience with an international institution. Be able to self-revise and revise texts translated by other translators. Good command of the use of computer software, tools and electronic databases.
- Excellent writing and analytical skills; ability to meet the highest standards of accuracy, consistency and fidelity to the style and subtleties of the original text.
- Be proficient in computer-assisted translation, machine translation and on-screen editing tools.

ECOWAS KEY COMPETENCIES**LEADERSHIP**

- To be able to bring groups together, by encouraging the active participation of all, by creating a climate of



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trust and mutual respect, and by applying effective techniques of group animation, by exploring their potential, motivating and guiding them.

- Be able to organise and lead a multi-departmental working group, implementing innovative solutions to solve problems or lead a small group of entry level professionals and administrative support staff.
- Ability to follow the chain of command.
- develop continuous learning techniques, combined with excellent coaching and mentoring skills; have a good knowledge of new approaches to staff orientation to facilitate understanding of the position and the organisations.
- Be able to assign tasks to supervisees and provide consistent and timely feedback on technical efficiency and competence.
- Be able to effectively represent the Institution before external parties.

CUSTOMER-CENTERED SERVICE

- Consider the impact of a change in programme direction in relation to the needs of internal and external stakeholders.
- Be able to promote and consider feedback from staff in order to streamline processes in order to meet deadlines that are important in relation to customer expectations.
- Be able to remain calm and focused in high-pressure situations.
- To be able to develop problem-solving, mediation and conflict resolution skills to deal with disagreements, complaints, bottlenecks, and time constraints that affect quality and workload.
- Be able to anticipate the growing needs and expectations of customers in order to continuously improve the quality, timeliness and delivery of services and to respond promptly to questions from client departments.
- Be able to communicate openly with clients, updating them on progress and issues requiring attention or resolution.

RESPECT FOR MULTI-CULTURALISM AND UPHOLDING RIGHTS

- Be able to implement programmatic changes in a way that ensures a bias-free work environment and able to apply new regulations fairly and equitably.
- Demonstrate experience and capacity in terms of compliance with policies, goals, objectives, and principles of appreciation of diversity in the exercise of daily duties and responsibilities; be able to promote or model behaviours that demonstrate tolerance and understanding of diverse cultures.
- Objectivity in dealing with conflict, regardless of cultural or gender differences, and help other staff members overcome cultural and gender biases.
- Be able to add value by leveraging diverse capabilities and contributions from diverse cultures, staff and clients.
- Be gender-sensitive and ensure equal participation of both men and women in all areas of professional life.
- Ability to work in a diverse and inclusive interactive environment that builds on each other's strengths, drawing upon innovative practices.
- Be able to research good practice in organisational decision-making relevant to diversity management, ensuring that project and programme activities identify vulnerable areas and incorporate systemic control mechanisms.

KNOWLEDGE OF ECOWAS

- Have a thorough knowledge of ECOWAS institutions and the relations between the different bodies, particularly with regard to the programmes or professional sectors relevant to this position.
- Have sound knowledge of an international organisation's policy and programme drafting approaches and



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project management.

- Have a good knowledge of the relevant rules, procedures, and processes of an international organisation in relation to the tasks related to their own position.
- Have a thorough knowledge of Member States' development trends, indicators, challenges and opportunities in relation to projects or programmes relevant to this position.

CRITICAL THINKING

- Be creative and flexible in moving away from traditional methods when drafting new procedures, processes and tools, using technology to simplify methods and approaches wherever possible.
- Be able to reassess current procedures with a view to making recommendations for improvement for an efficient and streamlined process.
- - Be able to gather and synthesise information to anticipate stakeholder views on a new policy or programme; and have excellent analytical skills to assess external policies and trends when considering policy or programme options, benefits, drawbacks and recommendations.
- Be able to summarise complex information gathered from various external and internal sources and disseminate it to other entities in a logical manner.
- Be able to apply an appropriate methodology to uncover or identify policy issues and resource concerns.

COMMUNICATION

- Be able to evaluate, integrate and communicate on the latest developments in the field of specialisation using the guidelines and criteria of the institution or agency.
- Good interpersonal skills, negotiation, networking and presentation skills with demonstrated ability to influence, explain complex information and demonstrate empathy and open-mindedness.
- Demonstrate functional skills in the use of IT and technology tools in communication.
- Be able to communicate information in a clear, concise, succinct and organized manner, both in writing and orally.
- Ability to listen carefully to encourage team members to communicate better with each other, be considerate of team members so that they feel valued, and engage staff across institutions and agencies.
- Excellent command of information and communication technology.
- Have a good command (oral and written) of any of the official ECOWAS languages namely : English, French and Portuguese. A working knowledge of anyone of the other languages would be an advantage.

PLANNING AND IMPLEMENTATION

- Have a good knowledge of internal planning cycles and be able to contribute to the development and implementation of policy at the community or institutional level by determining the target audience, building coalitions with the appropriate population and monitoring progress:
- Be able to take into account external circumstances, factors and trends when organising project activities in order to achieve the best possible results.
- Ability to review process results, correspondence, reports and other policy documents to develop actionable plans.
- Be able to organise meetings with staff, stakeholders, colleagues, and others to assess the needs of the organisation's programmes and/or projects, adapting plans and activities accordingly.
- Be able to adjust project plans based on input from staff and stakeholders and/or design and implement guidelines, tools and templates duly factoring in new or revised programmes and services.