

AFRICAN UNION

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Terms of Reference of Arabic Translation Assistants

Following are the Terms of Reference of Arabic Translation Assistants

- Proof read translated documents properly, ensuring high standard of accuracy, and maintaining the spirit, context of texts as well as ensuring quality, technical language and nuances of the original version, using precise, clear and proper terminology;
- Check appropriate sources of reference;
- Keep abreast of developments in both the source and target languages;
- Excellent command of source (English/French) and target language (Arabic);
- Consult the AUC Terminology database and interact with colleagues;
- Align translated documents and propose terminology to be validated;
- Extract translation materials and references for translators;
- Have excellent knowledge in the use of Computer and office applications (MS WORD, MS EXCEL, MS POWERPOINT etc.);
- Have an insight into the use of the newly acquired translation software and tools, including MultiTrans;
- Ability to cope with pressure and work in a multicultural environment;
- Team spirit, high sense of discipline and professionalism;
- Carry out any other duties as may be assigned.