AFRICAN UNION
الاتحاد الأفريقي

UNION AFRICAINE

UNIÃO AFRICANA

Addis Ababa, ETHIOPIA P. O. Box 3243 Telephone 0115517 700
www.africa-union.org

Terms of Reference of Translators

Following are the Terms of Reference of Translators:

- Translate 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 and target AU languages;
- Consult the AUC Terminology database and interact with colleagues;
- Propose to the Reviser terminology materials for use in the AU terminology database;
- Have a working knowledge of Computer Assisted Translation software ;
- Have an insight into the use of the newly acquired translation software and tools, including MultiTrans;
- Computer literacy including the use of office applications;
- Knowledge in advance technology related with computer aided translation tools, terminology and workflow system management;
- Ability to cope with pressure and work in a multicultural environment;
- Team spirit, high sense of disciple and professionalism;
- Carry out any other duties as may be assigned.