



Terms of Reference for Revisers

- Be holder of a Degree in Translation and have a minimum practical work experience of seven years as a Reviser
- Have the ability to demonstrate good translation and revision skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text with a good grasp of the subject matter.
- Check and revise all translated texts based on the source language to ensure the use of accurate terminology, style and construction for quality delivery;
- Consult the AUC Terminology Database and propose materials for inclusion as and when necessary
- Check appropriate sources of reference;
- Keep abreast of developments in both the source and target languages;
- Provide detailed guidelines to translators to ensure conformity of AU documents with the acceptable international standards and norms and provide translators with necessary feedback;
- Consult all relevant sources, technical experts and authors of texts;
- Advise and assist translators when necessary;
- Translate documents as and when required
- Be computer literate and familiar with computer aided translation tools as well as the workflow system management;
- Have an excellent command of the source and target languages, a third language will be an added advantage ;
- Have the ability to work under pressure and in a multicultural environment;
- Be a team player with a high sense of discipline and professionalism;
- Carry out any other duties that may be assigned.