

**AFRICAN UNION**

**الاتحاد الأفريقي**



**UNION AFRICAINE**

**UNIÃO AFRICANA**

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### **Terms of Reference of Translation Assistants**

- Have a minimum practical work experience of four years as a Translation Assistant
- Carry out primary reading through of texts, and correct typographical errors, punctuation, spelling and easily-corrected grammar mistakes and checking against the original text for accuracy
- 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;
- Be computer literate and familiar with computer aided translation tools as well as the workflow system;
- Have an excellent command of the source and target languages, a third language will be an added advantage;
- Align translated documents and propose terminology to be validated;
- Extract translation materials and references for translators;
- 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 as may be assigned.