



**JOB ADVERTISEMENT**  
**Interpreter/Translator – Arabic (Regular)**  
**REF: PAP/ADV/02/2012**

The Pan-African Parliament (PAP) is an organ of the African Union whose key objective is to ensure the full participation of the peoples of Africa in governance and economic integration of the continent. The PAP currently exercises advisory and consultative powers though the ultimate aim is for it to evolve into, a fully fledged legislative organ whose members would be elected by universal adult suffrage.

In seeking to achieve its objectives, the Pan African Parliament intends to strengthen its capacity to deliver by operationalizing its processes and structures and recruiting appropriate human resource.

The Pan African Parliament therefore, invites applicants who are citizens of Member States of the African Union for the following position.

<b>POST DETAILS</b>	
POST TITLE	Interpreter /Translator - Arabic
POST LEVEL	P4
	Pan-African Parliament
LOCATION	Midrand, Johannesburg, Republic of South Africa
IMMEDIATE SUPERVISOR	Deputy Clerk – Legislative Business

**Major duties and responsibilities:**

**As Interpreter:**

- To provide proper, clear, faithful interpretation from English or French into Arabic during various conferences and meetings of the Parliament, using the standard, clear and accurate language;

In doing this,

- check appropriate references to ensure exact understanding and use of PAP technical terminologies;
  - consult colleagues, specialized technical dictionaries/ glossaries;
  - Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skill and ability;
- b. Help develop terminology /lexicons of the PAP;
- c. Provide consecutive interpretation, when required, during audiences and of statements at conferences, meetings, discussions, etc;

### **As Translator**

- a. To translate properly documents, primarily from English or French language into Arabic, ensuring the highest standard of accuracy, and maintaining the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology;

#### **To do this work, the translator shall:**

- Check appropriate sources of reference;
- Keep abreast with developments in both the source and target languages by up-dating specific terminologies, phrases, special expressions, lexicons and acronyms in order to expand vocabulary and enhance skills;
- Regularly consult colleagues, authors of texts and specialised technical dictionaries/ glossaries, data banks etc..;
- Propose terminology materials for the PAP terminology.

**3. Educational Qualifications:** Applicants must have at least a Bachelors Degree in Languages, and a professional qualification from a recognised school of Interpretation /Translation.

**4. Work experience:** Applicants must have at least 8 years of progressively relevant working experience in Interpretation and Translation in an institution or International meetings on diverse issues. Applicants must be able to type and produce their work independently.

#### **5. Other relevant skills:**

- Professionalism;
- Excellent interpersonal skills;
- Excellent communication skills;
- Ability to work under pressure;
- A good knowledge of a third AU working language would be an added advantage;
- Knowledge of ERP - SAP is desirable;

- Computer literacy.

**6. Age requirement:** Candidates must be between 35 and 50 years old.

**7. Tenure of Appointment:** The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

**8. Gender Mainstreaming:** The PAP is an equal opportunity employer and qualified women are strongly encouraged to apply.

**9. Application:** To apply, please submit the following:

- a. A letter stating reasons for seeking employment with the PAP;
- b. A detailed and updated CV, indicating your nationality, age and gender;
- c. Names and contact details (including e-mail address) of three references;
- d. Certified copies of degrees and diplomas.

**10. Remuneration:** Indicative basic salary of **US\$38,489.00** per annum plus other related entitlements (e.g. post adjustment, housing allowance, education allowance, etc.) in accordance with the Rules and Regulations governing International Civil Servants of the African Union. These allowances, however, do not apply to locally recruited candidates (Citizens of the Republic of South Africa).

**Applications** must be received not later than **May 04, 2012** and should be addressed to:

**Clerk of Parliament  
Pan-African Parliament  
Gallagher Estate  
Private Bag X16  
Midrand 1685  
Johannesburg  
Republic of South Africa  
Fax: +27 11 545 5138/6**

**E-mail: [pap-recruits@panafricanparliament.org](mailto:pap-recruits@panafricanparliament.org)**

***Only shortlisted candidates will be contacted***