



AFRICAN TAX ADMINISTRATION FORUM LANGUAGE SPECIALIST

The African Tax Administration Forum [ATAF, www.ataftax.org] is a membership-based international organisation with international legal status. Founded in 2009 as an association of currently 38 African Tax Administrations, ATAF strives to provide a platform to improve the performance of Tax Administrations in Africa, driven by the firm conviction that efficient and effective Tax Administrations will enhance economic growth, mobilise domestic resources more effectively, increase accountability of the states to their citizens and ultimately improving the living standards of the people of Africa.

One of ATAF's constitutional institutions is the ATAF Secretariat, situated in Pretoria. The Secretariat is led by the Executive Secretary and is divided into four divisions. The work and programmes of the Forum are driven by the priorities and needs of its Member countries.

The Secretariat invites applications for the position of Language Specialist.

The Role

Reporting to the Manager: Media & Communications, the key purpose of the **Language Specialist** role is to facilitate multilingual communication, mainly in French, English and Portuguese, both within ATAF and between ATAF and its various stakeholders (i.e. Member Countries, Development Partners, Civil Society Organisations, the public, etc.) in line with ATAF's vision as a continental and multilingual organisation. This role is responsible for the provision of high quality translation and interpretation services and the compilation and use of a standardised corporate terminology.

Duties and Responsibilities

Translation & Interpretation Services

- Providing high-quality translation of ATAF's publications and written communications to and/or from Members and Stakeholders
- Providing high-quality interpretation and language-related support services
- Translating or outsourcing the translation of ATAF documents, publications, reports and web-based content
- Building a cost-effective database of translators / interpreters preferably with certifications and meeting translation-quality standards
- Managing translation and / or interpretation service providers to ensure adherence to established standards
- Ensuring accuracy and quality of translation services by proofreading and revising the editing and formatting of all drafted and translated documents
- Developing a translation glossary of ATAF publication languages from the various ATAF publications and prior translated documentation to be availed to translators for acquaintance so as to apply the agreed ATAF specific terminology and acronyms



- Providing interpreters with meeting or conference preparation material (incl. presentations, speeches, agenda, lists of participants etc.)
- Ensure the availability of experienced interpreters, interpreting equipment and sound technicians well in advance

Other language-related functions

- Teach basic French speaking and writing skills to ATAF Secretariat staff
- Assist with the edit and production of ATAF documents, publications and Research outputs
- Draft and vet documents in ATAF working languages
- Develop and implement ATAF's language policy and strategy
- Coordinate the production of the annual report in all ATAF's official languages
- Draft, review and approve advertising or communication scripts in French and Portuguese
- Any other duties that may be assigned by the Manager: Media & Communications

Required profile

Relevant tertiary education in languages, linguistics or related field is required. A post graduate degree in International Relations or related field is advantageous. 5 – 10 years' proven experience as a translator and/or interpreter. S/he will be a Native French and/or Portuguese speaker. Experience in Project Management is desirable.

Skills required

- Advanced communication skills (spoken, written)
- Expert knowledge of Computer-assisted translation (CAT) tools
- Advanced computer literacy across a range of applications including Microsoft Office
- Excellent knowledge of translation and interpretation industry (including norms, language practitioner networks, best practice) in Africa
- Interpersonal and customer service skills
- Committed and ability to work under pressure
- Willing to be able to travel for official assignments

A market-related remuneration package is offered. Please submit your résumé for consideration to newpositions@ataftax.org before close of business on Friday 03 August 2018. Enquiries can be sent via email to Ms. Pearl Maqubela, pmaqubela@ataftax.org