



Library

Ministry of Civil Service and Administrative Reforms

Date: 13 October 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 36 of 2008
E/75/139/01

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers-in-Charge of Ministries/Departments

Vacancies at the African Union

The African Court on Human and People's Rights charged with the responsibility of ensuring that the provisions of the African Charter on Human Peoples' Rights are observed, is inviting nominations from suitable candidates for the following posts:

<u>Post</u>	<u>Educational Qualifications/Experience</u>	<u>Closing Date</u>
(i) Interpreter/Translator - English (P4)	<ul style="list-style-type: none">❖ A minimum of a University Degree in languages, Humanities or related discipline and a professional qualification from a recognized interpreters/translators School❖ A minimum of eight (8) years of progressively relevant experience in interpretation and translation. Experience in working with legal documents is highly desirable.	26 October 2008
(ii) Interpreter/Translator - French (P4)	<ul style="list-style-type: none">❖ A minimum of a University degree in Languages, Humanities or related discipline and a professional qualification from a recognized interpreters/translators school❖ A minimum of eight years of progressively relevant experience in interpretation and translation. Experience in working with legal documents is highly desirable	14 November 2008

2/...

2. A copy of the vacancy announcement which outlines the requirements for each of the above posts is enclosed for ease of reference.
3. Applicants should note that they should forward the following with their application:
 - (a) a letter stating the reasons for seeking employment in the African Court on Human and People's Rights;
 - (b) a detailed and updated Curriculum Vitae, indicating their nationality, age and gender;
 - (c) names and contact details (including e-mail address) of three referees; and
 - (d) certified copies of their diplomas and degrees.
4. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Commission, women are encouraged to apply.
5. Interested candidates are requested to forward their applications for the posts directly to:

- | | | |
|---|---|--|
| <p>(i) Africa Court on Human and People's Rights
P.O Box 6274
Arusha
Tanzania
Fax: +25527 205 0112
E-mail: registry@african-court.org</p> | } | <p>for the post of
Interpreter/Translator
French (P4)</p> |
| <p>(ii) AU Commission
P.O Box 3243
Addis Ababa, Ethiopia,
Fax : 00251-11-5525840/5510430
E-mail : au-recruits@africa-union.org</p> | } | <p>for the post of
Interpreter/Translator
English (P4)</p> |

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.


(P. Jhugroo)
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service

AFRICAN UNION الاتحاد الأفريقي		UNION AFRICAINE UNIÃO AFRICANA	
Addis-Ababa, ETHIOPIA	P. O. Box: 3243	Telephone: 011 - 5 - 51 77 00	Fax: 011- 5 - 51 78 44

**RE-ADVERTISEMENT NO AFCHPR/01/2008
 INTERPRETER/TRANSLATOR-ENGLISH (P4)
 THE AFRICAN COURT ON HUMAN
 AND PEOPLES' RIGHTS**

The African Court on Human and Peoples Rights was established on 9 June 1998 by the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, which came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of ensuring that the provisions of the African Charter on Human Peoples Rights adopted on 27th June 1981 are respected and observed.

The Court was launched on 2nd July 2006 and further aims at strengthening the system of human and peoples' rights protection on the continent.

The seat of the African Court is in Arusha in the United Republic of Tanzania.

The African Court on Human and Peoples' Rights invites applications from citizens of African Union Member States for the following position: -

1. Post

Job title: **Interpreter/Translator - English**
 Post level: **P4**
 Department: **Registry, African Court on Human and Peoples Rights**
 Supervisor: **Deputy Registrar (Registry)**

2. Job Purpose

Be responsible for the Interpretation at sessions and meetings of the Court as well as for translation of the documents of the Court from French into English.

Major Duties and Responsibilities

Under the direct supervision of the Deputy Registrar, the interpreter/Translator (English) will perform the following duties:

- a. provide proper, clear, faithful interpretation from French into English during sessions and meetings of the Court using the standard, clear and accurate language;

- b. translate properly documents, primarily from French language into English, 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 Interpreter/Translator (English) shall:

- check appropriate references to ensure exact understanding and use of AU technical terminologies;
- consult colleagues, authors of texts, and specialized technical dictionaries/ glossaries, data banks ...;
- keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, lexicons, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skills and ability;
- Help develop terminology/lexicons of the AU;
- provide consecutive interpretation, when required, during audiences and of statements at conferences, meetings, discussions, etc;
- perform any other duty as may be assigned.

3. Education Qualifications

Candidates must have a minimum of a University degree in Languages, Humanities or related discipline and a professional qualification from a recognized interpreters / translators school.

4. Work Experience

Candidates must have a minimum of eight (8) years of progressively relevant experience in interpretation and translation. Experience in working with legal documents is highly desirable.

5. Other relevant skills:

- He/she should have demonstrable leadership abilities and professionalism;
- Concentration, accuracy, and working under minimum supervision. It also requires respect for confidentiality and good public relations;
- Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- Good communication and planning skills;
- Excellent knowledge of international organizations;
- Computer literacy.

Deleted: Good planning
organizational skills

Deleted: Capacity to
pressure in a multi-cultural
environment.

6. Language Requirement

An excellent command of the English and French languages. Knowledge of any of the other AU languages will be an added advantage.

7. Age Requirement

Candidates must preferably be between **35 and 50** years old.

8. 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.

9. Gender Mainstreaming

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

10. Application

To apply, please submit the following:

- a. A letter stating reasons for seeking employment with the African Court on Human and Peoples' Rights;
- b. A detailed and updated CV, indicating your nationality, age and gender;
- c. Names and contact details (including eOmail address) of three referees;
- d. Certified copies of degrees and diplomas.

11. Remuneration

Indicative basic salary of US\$32,074.00 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.

12. Applications

Must be received not later than 26 October 2008 and should be addressed to:

AU Commission
P. O. Box 3243
Addis Ababa, Ethiopia
Fax: 00251-11-5525840 / 5510430
E-mail: au-recruits@africa-union.org

<p>AFRICAN UNION الاتحاد الأفريقي</p>		<p>UNION AFRICAINE UNIÃO AFRICANA</p>
<p>Addis-Ababa, ETHIOPIA P. O. Box: 3243 Telephone: 011 - 5 - 51 77 00 Fax: 011- 5 - 51 78 44</p>		

**RE-ADVERTISEMENT NO AFCHPR/02/2008
INTERPRETER/TRANSLATOR-FRENCH (P4)
THE AFRICAN COURT ON HUMAN
AND PEOPLES' RIGHTS**

The African Court on Human and Peoples Rights was established on 9 June 1998 by the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, which came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of ensuring that the provisions of the African Charter on Human Peoples Rights adopted on 27th June 1981 are respected and observed.

The Court was launched on 2nd July 2006 and further aims at strengthening the system of human and peoples' rights protection on the continent.

The seat of the African Court is in Arusha in the United Republic of Tanzania.

The African Court on Human and Peoples' Rights invites applications from citizens of African Union Member States for the following position: -

1. Post

Job title:	Interpreter/Translator - French
Post level:	P4
Department:	Registry, African Court on Human and Peoples Rights
Supervisor:	Deputy Registrar (Registry)

2. Job Purpose

Be responsible for the Interpretation at sessions and meetings of the Court as well as for translation of the documents of the Court from English into French.

Major Duties and Responsibilities

Under the direct supervision of the Deputy Registrar, the Interpreter/Translator (French) will perform the following duties:

- a. provide proper, clear, faithful interpretation from English into French during sessions and meetings of the Court using the standard, clear and accurate language;
 - b. translate properly documents, primarily from English language into French, 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 Interpreter/Translator (French) shall:

- check appropriate references to ensure exact understanding and use of AU technical terminologies;
- consult colleagues, authors of texts, and specialized technical dictionaries/glossaries, data banks ...;
- keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, lexicons, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skills and ability;
- Help develop terminology/lexicons of the AU;
- provide consecutive interpretation, when required, during audiences and of statements at conferences, meetings, discussions, etc;
- perform any other duty as may be assigned.

3. Education Qualifications

Candidates must have a minimum of a University degree in Languages, Humanities or related discipline and a professional qualification from a recognized interpreters / translators school.

4. Work Experience

Candidates must have a minimum of eight (8) years of progressively relevant experience in interpretation and translation. Experience in working with legal documents is highly desirable.

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**African Court on Human and People's Rights
P.O.Box 6274
Arusha
Tanzania
Tel: + 25527205 0111
Fax: + 255 27 205 0112
E-mail : registry@african-court.org**