

AFRICAN DEVELOPMENT BANK

VACANCY NOTICE No: ADB/10/021

Position title: Interpretation Assistant *	Grade: GS- 5	Position N° : 0871	Closing date: 30/03/2010
Department/Division The Language Services Department (CLSD)	Supervisor's Name and Title : Division Manager, CLSD3		
<p><u>Objective</u></p> <p>The Language Services Department (CLSD) ensures that an accurate, consistent and effective flow of communication exists within the Bank on the one hand, for an efficient decision-making process on development issues relating to the Banks' member countries, and on the other hand between the Bank, all its shareholders, its development partners and the public at large for a better understanding of the Bank's objectives and success of its development mission.</p> <p>Within CLSD, the Interpretation Assistant provides secretarial and administrative assistance to the Division Manager CLSD 3 and team of interpreters for all interpretation related matters.</p> <p><u>Duties :</u> More specifically, the Interpretation Assistant :</p> <ul style="list-style-type: none"> • Prepares daily, weekly and monthly schedule of assignments of in-house and free-lance interpreters under the guidance of the Division Manager • Follows up on interpretation requests from various organizational units, ensuring timely sending of programs and working documents in both French and English. • Answers interpretation related queries from internal and external clients • Ensures that in-house and free lance interpreters receive programs and working documents in a timely fashion • Sends free lance interpreters options, offers, confirmations and follows up • Follows up on free lance interpreters' contracts and payments in collaboration with the Administrative Assistant. Makes flight bookings, hotel reservations • Keeps interpretation statistics on number of meetings, interpreters' sessions....Keeps data base of free lance interpreters worldwide • Works collaboratively with the team of in-house and free-lance interpreters and internal and external clients • Provides logistical support for the Division's meetings <p style="text-align: center;"><u>* THIS POSITION DOES NOT AFFORD INTERNATIONAL CONDITIONS AND PRIVILEGES</u></p> <p><u>Selection Criteria (including required skills and experience)</u></p> <ul style="list-style-type: none"> • At least a Bachelor degree in Business Management, Commerce, Administration or related discipline; • Claim at least 3 years of practical experience working, preferably in an international organization dealing with development, economics, finance and infrastructure; • Maintain good interpersonal relations with colleagues within and outside the Bank ; • Excellent the use of Bank standard software (Word, Excel, Access and PowerPoint), Knowledge of SAP or other ERP system would be an added advantage. • Ability to work in a team and under pressure; • Excellent written and verbal communication skills in English and / or French, with a good working knowledge of the other language. 			
<u>Submitted by :</u> Benson MAINA, Acting Division Manager, CHRM.1		Date:	
<u>Approved by:</u> Gemina Oluremi ARCHER-DAVIES, Officer- in-Charge, CHRM		Date:	

Only applicants who fully meet our requirements for this position and who are being considered for interview will be contacted. Only applications containing duly completed Personal History Forms and detailed curricula vitae (CV) indicating the applicants' dates of birth and nationalities will be considered. The form is available from the Bank's Website. These documents should be sent, preferably by electronic mail, to recruit@afdb.org. The African Development Bank is an equal opportunity employer and **female candidates are strongly encouraged to apply**. The President of ADB reserves the right to appoint a candidate at a level below the advertised level of the position. <http://www.afdb.org>

