

**AFRICAN DEVELOPMENT BANK**  
**VACANCY ANNOUNCEMENT N°ADB/11/025**

Position Title: <b>Principal Interpreter</b>	Grade: <b>PL-4</b>	Position N°:	Closing Date: <b>28<sup>th</sup> April 2011</b>
Department/Division: <b>Language Services Department (CLSD), Interpretation Division (CLSD.3)</b>	Supervisor's Names & Title: <b>Micheline Ntchandeu, Division Manager, CLSD.3</b>		
<p><b>Objectives:</b> The primary role of the Language Services Department is to ensure, as required by the Bank's Agreement, the accessibility in the two working languages of the Bank (English and French, and on occasion Arabic and Portuguese) during key meetings organized by the Bank and for all documents submitted to Senior Management and governing bodies of the Bank, with a view to efficient decision-making aimed at the achievement of the Bank's mission. To this end, high priority will be accorded to ensuring an accurate and effective flow of communication within the Bank, and also between the Bank, its shareholders, development partners and the public at large, through the translation, interpretation and terminological services provided by the Department.</p> <p>The specific objective of the Interpretation Division is to provide high standard interpretation in English and French, as well as Arabic and Portuguese as required, in the simultaneous, consecutive and teleconferencing modes, as the circumstance may require, at major Bank meetings, as well as at other meetings and conferences in which the Bank may have an interest, and at which its assistance in this area may be required.</p> <p><b>Duties and Responsibilities:</b> Under the responsibility of the Manager of the Interpretation Division, the Principal Interpreter shall be required to perform the following:</p> <ul style="list-style-type: none"> <li>▪ Provides faithful, appropriate and well-delivered interpretation (simultaneous and consecutive) in the active languages, English and French, finding instant solutions to problems of expression, terminology, accent, speed of delivery etc. in the active language;</li> <li>▪ Covers meetings such as the Boards of Governors Meetings, Boards of Directors and all related meetings, Administrative Tribunal, ADF negotiations, Interviews, Seminars, Training sessions and meetings with other international organizations among others;</li> <li>▪ Makes proposals to the Division Manager in respect of the above;</li> <li>▪ Assists the Division Manager in the formulation and implementation of appropriate policies in Interpretation;</li> <li>▪ Leads and coordinates interpretation teams covering certain Bank meetings and/or teams dispatched on missions outside the Bank. Prepares reports on the performance of interpreters and other issues;</li> <li>▪ Acts for the Division Manager and in that capacity plans, organizes, leads and supervises all the activities of the Division;</li> <li>▪ Can be called upon to perform other interpretation related ad hoc duties.</li> </ul> <p><b>Selection Criteria</b> (including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> <li>▪ At least a Master's degree in interpretation from a recognized Interpretation School or Institution</li> <li>▪ Must have a double A in English and French or a very strong B in the other language. Ability to interpret from /into a third language (Portuguese and/or Arabic) is an added advantage</li> <li>▪ Preferably 6 years of practical experience in Interpretation of which at least 3 in an international organization and preferably in an international development finance institution</li> <li>▪ Good leadership skills</li> <li>▪ Good sense of inter-professional relations</li> <li>▪ Capacity to work under pressure and to work in or lead a team</li> <li>▪ Knowledge of standard Bank software, namely Word, Excel and Power Point</li> </ul>			
Submitted by: <b>Mohamed Yousseuf, Manager, CHRM.1</b>			Date:
Approved by: <b>Gemina Archer-Davies, Director, CHRM</b>			Date:

**Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted.** Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV). The President, AfDB, reserves the right to appoint a candidate at a lower level. **The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply:** [www.afdb.org/jobs](http://www.afdb.org/jobs)