

**AFRICAN DEVELOPMENT BANK  
VACANCY ANNOUNCEMENT N°ADB/09/161**

Position Title: <b>Division Manager</b>	Grade: <b>PL-2</b>	Closing Date: <b>15 December, 2009</b>
Department/Division: <b>DEPARTMENT OF LANGUAGE SERVICES (CLSD) DIVISION OF ENGLISH TRANSLATION (CLSD.1)</b>	Name and Title of supervisor: <b>Mr. V. MBARGA, Director, CLSD</b>	
<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Ensure quality translation of major Bank documents from French to English.</li> <li>• Analyze the flow of documents submitted to translation and decide on need for outsourcing.</li> <li>• Revise all documents meant for publication and bring them to the level of quality required.</li> <li>• Analyze and evaluate strategic choices and make relevant recommendations on the dissemination of the use of English within the Bank group.</li> <li>• Continually review and implement practical guidelines and procedures for the efficient delivery of language services.</li> </ul> <p><b>Duties and Responsibilities:</b> Under the general supervision of CLSD Director, the incumbent will perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage a division which provides translation and translation-related services from French to English.</li> <li>• Plan, organize and coordinate all operational translation activities in the division.</li> <li>• Ensure that the division produces a high-quality output within available resources, by making the best use of its human, financial and technological assets, and by monitoring and enforcing efficiency targets.</li> <li>• Advise senior management of the budgetary and financial impacts of the division's operations.</li> <li>• Promote the sharing of the best practices across the translation and editorial areas.</li> <li>• Advise the director and senior management on translation-related issues and policies,</li> <li>• Monitor best practices in the industry and, as appropriate, liaises with counterparts in other organizations.</li> <li>• Perform translation and revision when appropriate.</li> <li>• Represent the division as needed in bank-wide working groups.</li> <li>• Lead, manage and supervise the work of staff in the division,</li> <li>• Assess their training, needs, monitor and evaluate their performance, and recommend personnel actions to the Director.</li> <li>• Perform any other duties pertinent to the work of CLSD.1, assigned by the Director or senior management.</li> </ul> <p><b>Selection Criteria (including desirable skills, knowledge and experience):</b></p> <ul style="list-style-type: none"> <li>• At least a Master's degree or equivalent in language translation;</li> <li>• Preferably a minimum of eight (8) years of relevant working experience in a similar organisation;</li> <li>• Proven experience in managing and supervising successfully a team with a high volume of work and very short deadline requirements.</li> <li>• Strong managerial, interpersonal and communication skills; strong negotiating skills; ability to think strategically;</li> <li>• Ability to work under pressure, prioritize work program, and handle multiple tasks simultaneously;</li> <li>• Ability to manage expectations both internally and externally;</li> <li>• Ability to gain the confidence of senior management in delivering an efficient and effective service within agreed time and cost constraints;</li> <li>• Ability to take responsibility for the financial and staffing aspects of operational management and service delivery;</li> <li>• Ability to work effectively with other technical and management professionals of diverse occupational and cultural backgrounds in a cooperative, team environment;</li> <li>• Ability to communicate effectively in English and/or French, with a good working knowledge of the other language;</li> <li>• Show skills in the use of the Bank's standard software: Microsoft office .etc.</li> </ul>		
Submitted by: <b>Benson MAINA, Ag. Division Manager, CHRM.1</b>	Date	
Approved by: <b>Daniel J. TYTIUN, Director, CHRM</b>	Date	

Candidates **must** complete a Personal History Form (PHF), available at the Bank's web site, and attach a comprehensive Curriculum Vitae (CV). Applicants are strongly encouraged to submit their applications electronically to: [recruit@afdb.org](mailto:recruit@afdb.org). Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. The President, AfDB, reserves the right to appoint a candidate at a lower level. **African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply.** <http://www.afdb.org>