



JOB DESCRIPTION/TERMS OF REFERENCE

JOB CODE: 0118

REVIEW DATE:

JOB TITLE	Revisor
INSTITUTION	West African Health Organisation
Duty Station	Bobo-Dioulasso, Burkina Faso
Salary in USD	53.025,02/59.949,97
GRADE	P5
DIRECTORATE	Administration and Finance
NUMBER OF POSITIONS	1. English 2. French
DIVISION	Conference and Language Division
LINE SUPERVISOR	Principal Officer Conference and Language Services
SUPERVISING	N/A

ROLE OVERVIEW:

Under the supervision of the Principal Officer Conference and Language Services, the incumbents shall be responsible for the quality of translation of all documents as follows.

1. from French into English
2. from English into French

ROLE AND RESPONSIBILITIES

He shall:

1. Revise complex, technical, and sensitive documents translated from French into English or English into French.
2. Produce accurate translations that are faithful to the spirit, style, and subtleties of the original text.
3. Respect the terminology and usage of the institution's established language in order to ensure the required consistency of output among translators working on the same document.
4. Advise on translation issues and suggest improvements to the translation process.
5. Utilise modern computer-assisted translation (CAT) tools to perform translation tasks efficiently.
6. Perform any other duties as may be assigned by supervisor.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications:

Bachelors or Master degree in Conference Interpretation from a recognized university/institute;

Experience:

- Evidence of ten (10) years of professional experience in translation, or interpretation, including at least four (04) years as a Revisor or as an interpreter.
- Proven experience in the use of relevant computer-assisted translation software and tools.
- Proven professional competence and mastery of the field.
- Ability to find appropriate cultural equivalents and demonstrate cultural sensitivity, through knowledge of both language and culture.
- Demonstrate the highest standards of accuracy and precision, consistency, and fidelity to the style and subtleties of the source or original text.
- Demonstrate the highest level of confidentiality.
- Sound knowledge of terminology and reference material research techniques, as well as the ability to exploit a wide variety of information and reference sources.



ECOWAS KEY COMPETENCIES

LEADERSHIP

- Ability to play a leadership role on assigned programmes and projects by providing the managerial and operational expertise necessary to carry out the mandate of the Organisation.
- Ability to lead by example and organise teamwork to encourage collaboration to achieve results; champion change and engage employees; be able to set up and deploy internal controls during the pilot phase of programmes to effectively manage potential obstacles that may arise during implementation.
- Ability to follow the chain of command.
- Have excellent self-management skills, and be able to demonstrate ethics and integrity, confidentiality, compliance with internal control rules, and transparency.
- Ability to combine complementary skills or expertise, to assess individual contributions and to recognise and acknowledge achievements and address shortcomings, so as to ensure durable success for the organisation.
- Have sound knowledge of programme management at a level usually acquired through certification in programme management.

CLIENT SERVICE ORIENTATION

- Ability to research benchmarks and trends to bring about the best recommendations for the development and improvement of programmes/projects that will best serve the community/organization.
- Good networking and interpersonal skills to seek information and data from a network of professionals from several countries, sectors, or organisations and to identify and prioritise the needs that are of greatest importance to the Community.
- Ability to manage and coordinate client management initiatives and make recommendations.
- Ability to set up and implement good customer service practices.
- Ability to draft and implement stakeholder management plans, programmes, and initiatives, to secure stakeholder buy-in for new initiatives, to better understand dissenting views, to secure resources and to increase the perception of success.

MULTICULTURAL SENSITIVITY AND ADVOCACY

- Be diplomatic, tactful, and respectful of people from diverse backgrounds, understand the diversity of views from a cultural perspective, particularly within West Africa, and be able to turn diversity into an opportunity to improve the outcomes of programmes or operations.
- Ability to work in a diverse and inclusive interactive environment that builds on each other's strengths, drawing upon innovative practices.
- Objectivity in dealing with conflict, regardless of cultural or gender differences, and help other staff members overcome cultural and gender biases.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to serve the interests of teams, organisations, communities, and people with disabilities from different cultures, without prejudice or discrimination.

KNOWLEDGE OF ECOWAS

- Have a good understanding of the organisational structure of ECOWAS, and the realities of its working environment and expectations in order to better collaborate, participate, contribute, and provide leadership effectively.
- Have sound knowledge of the ECOWAS mandate, Strategic Plan, or priorities, as well as the economic, political, and social status or trends of Member States, as they relate to their own field of action.
- Have sound knowledge of good practices, approaches, or techniques of programme management within ECOWAS in order to lead or contribute to the drafting or evaluation of programmes, projects, or other



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initiatives.

- Have sound knowledge of ECOWAS rules and procedures to interpret and apply directives or texts appropriately, give technical advice, coach others, and evaluate their performance.

ANALYTICAL AND CRITICAL THINKING

- Ability to analyse a situation using indicators to assess costs, benefits, risks, and chances of success in decision making.
- Ability to gather information from different sources in order to identify the causes of a problem, the consequences of other actions, possible obstacles, and ways to avoid such problems in the future.
- Ability to break down very complex situations or information into simple terms to explain them and make recommendations and conclusions to solve problems or improve operations, programmes, or projects.
- Ability to draw new insights from situations, apply innovative solutions to problems, and devise new methods of solving or discarding problems where established methods and procedures are inapplicable or no longer effective.

COMMUNICATION

- Ability to communicate impactfully, clearly and concisely, succinctly and in an organised manner, ability to inspire credibility and confidence in presentations, ability to set expectations, and ability to explain complex issues.
- Ability to listen to understand and interpret messages from others and respond appropriately.
- Excellent technical and writing and editing skills.
- Ability to listen carefully to encourage team members to communicate better with each other, be considerate of team members so that they feel valued and engage staff across institutions and agencies.
- Ability to make constructive comments or observations, recognise the merits of an employee, address shortcomings and motivate direct supervisees to work at peak performance.
- Proficiency in information and communication technology (ICT).

PLANNING AND IMPLEMENTATION

- Organisational and project/programme management skills, with significant experience in identifying timelines, objectives, costs, and resources required to achieve results for operations, programmes, or projects, in line with the result-based management approach.
- Ability to set goals for oneself and others, as well as for the division you are responsible for, and to determine effective targets and be able to adjust priorities of work or projects to be carried out according to changing circumstances.
- Ability to perform participatory project planning and identify gaps that affect the achievement of programme or project expectations and as well as design and implement the necessary intervention plans in performing a given task.
- Ability to deploy a rigorous monitoring and evaluation mechanism and to draft a periodic reporting schedule for key results.
- Ability to plan, organize, control resources, and to comply with policies, procedures and protocols to achieve specific goals.