Translator - Portuguese – Job Grade 6

Purpose of the job:
- Translate written texts and materials required by the Secretariat, with Portuguese being language A, and English language B.

Reporting Line
- This position reports to the Senior Translator

Duties and Responsibilities
- Check original texts and discuss with originators/source of documents to understand translation requirements as well as the content and meaning of original texts
- Use appropriate computer assisted translation (CAT) tools / applications, especially Trados
- Translate and align SADC official documents into specified target languages (English or Portuguese)
- Refer to relevant reference materials (dictionaries, online terminology databases, etc.) as and when needed to ensure accuracy of translations
- Ensure that translations retain the content and meaning of original documents
- Revise and double-check translations of technical terms and terminology
- Prepare and continuously update a glossary/database of technical terminology used in translations, and make reference to it in future translations
- Proofread, edit, and revise translated materials before submission to the next level of review
- Produce and maintain folders of translated documents
- Interact with internal clients to ensure satisfaction and understanding
- Continuously increase specialist vocabulary both in English and the target language (Portuguese) in order to effectively undertake translation assignments
- Upload and maintain a record of all translated material in the Unit's Shared Folder
- Perform any other translation-related duties as may be assigned by the supervising officer

Position Requirements

Qualifications

- At least a Degree in Languages, Translation/Interpreting or related field from a recognised institution.

Professional Certification
- Certification in Translation
- Trados certification will be an added advantage

Specialised Knowledge
- Knowledge and fluency of Portuguese as language A and English as language B. The knowledge of French will be an added advantage.
- Working knowledge of the key terminology used in SADC
- Proficient in the use of computers and computer software relevant to the Position, especially Trados.

Experience
- At least 5-7 years' work experience in translation

Skills Requirements
- Communication skills
- Interpersonal skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work priorisation)
- Research, analytical and problem-solving skills

Competency Requirements
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Be flexible and adaptable to change
- Maintain confidentiality and be respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation

- Results and performance driven
- Team player