Vacancy announcement

Translators and Interpreters
Spanish • French • English
THE AFRO-AMERICAN UNIVERSITY OF CENTRAL AFRICA (AAUCA)
The Afro-American University of Central Africa

The Afro-American University of Central Africa (AAU-CA) is a newly established Equatorial Guinean public institution of higher learning in the heart of Africa (Oyala), providing access to higher education students of diverse backgrounds and educational needs. AAU-CA’s vision is to become a world-class, research and innovation-driven university that fosters the intellectual development and success of its student population through a rigorous, positive, highly internationalized and transformative educational experience. AAUCA has initiated an extensive international search for Translators and Interpreters (2 positions in the capacity of both translator and interpreter). This is an excellent opportunity for any professional willing to be part of an educational institution seeking to become a point of reference in higher education, both in Equatorial Guinea and internationally.

Under the authority and direct supervision of the Rector, in collaboration with the various faculties and departments of AAUCA, translators/interpreters are called upon to translate a variety of documents, including legal, administrative, financial, scientific and technical documents, among others. Therefore, translators/interpreters must have an excellent knowledge of their mother tongue (Spanish, English, or French), as well as full command of the active languages, regardless of the subject matter, technicality and style of the texts or the speaker’s discourse, in the following combinations:
- Spanish as mother tongue with fluency in English and French;
- English as mother tongue with fluency in Spanish and French;
- French as mother tongue with fluency in Spanish and English.

The ideal candidate should possess the following qualifications and skills:
- Proficiency in the use of computer programs and applications for administration, collaboration and communications management such as MS-Word, MS-Excel, MS-PowerPoint, MS-Teams, Skype, OneDrive, and MS-Outlook;
- Excellent command of active and passive languages as required;
- Excellent command of interpreting and translation techniques and extensive lexical knowledge that will allow him/her to express him/herself with grammatical correctness and elegance in the reproduction of speeches, and accuracy in the case of written texts;
- Possess sound knowledge of international organizations on higher education, as well as European and American tertiary education systems;
- Ability to take initiative in assigned tasks;
- Possess interpersonal skills that allow him/her to be an active contributor to the collective building of AAUCA’s leadership and prestige;
- Proficiency in the use of computer-assisted translation software desired.

CANDIDATE PROFILE

Knowledge and skills

A University degree at the Master’s level (preferably in Applied Foreign Language, Translation and Interpreting, or Modern Languages). The academic qualifications must demonstrate a solid academic background in the three required languages i.e. English, Spanish and French.

Professional Experience

A minimum of seven (7) years of experience as a translator and/or interpreter or equivalent, demonstration of an excellent command of his/her mother tongue and active bilingualism in the other languages.
The Afro-American University of Central Africa will be supported by the UNESCO International Institute of Higher Education in its global search to fill this position. Should you wish to discuss this position confidentially, please do not hesitate to contact us at: info-iesalc@unesco.org

Remuneration

AAUCA offers a competitive compensation package in which salary is commensurate with qualifications and experience;

UNESCO supports the development of AAUCA and the position initially is therefore under a UNESCO contractual appointment for a period of 1 year. This is renewable – subject to a positive assessment by the Rector – for a period of 3 to 5 years.

How to apply

1) Interested applicants should send their curriculum vitae and their letter of intent by e-mail to info-IESALC@unesco.org including in the subject of the e-mail the title of the vacancy “Translators and Interpreters – Rector’s Office”;

2) A recent photo (45mm x 35mm minimum 150 pixel quality) must be included in the curriculum vitae submitted;

3) Only complete applications (resumé + cover letter + photo) will be considered;

4) Only shortlisted candidates will be contacted for an interview;

5) The application process will close at 23:00 GMT on March 26, 2021.

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