

WEST AFRICAN HEALTH ORGANISATION (WAHO)

CALL FOR EXPRESSION OF INTEREST

(Individual Consultancy Service)

Reference N°FM/TEND/AMI/2017/026/jak 

To Support the Management of the:

West Africa Regional Disease Surveillance Capacity Strengthening Project (WARDS) Project
Sahel Women's Empowerment and Demographic Dividend Regional Project (SWEDD)
Regional Disease Surveillance Systems Enhancement (REDISSE) Project
Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD)

JOB TITLE: TRANSLATOR/INTERPRETER (English)

Introduction

The West African Health Organization (WAHO) is the health Institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region. Therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries of ECOWAS and a major focus area of WAHO's activities.

The World Bank has provided grants to ECOWAS for WAHO to implement various health projects including (WARDS, REDISSE, SWEDD and SM/NTD).

Against this background, WAHO seeks to recruit a qualified and experienced Translator/Interpreter (English).

Main Purpose of the Assignment

The Translator/Interpreter (From French to English) is responsible for performing interpretation/translation and Revision of documents of WAHO as well as those of all projects.

Duties and Responsibilities

Under the coordination of the Project Management Unit (PMU) Coordinator and direct supervision of the Language Services Coordinator of WAHO (WAHOLINGUA). More specifically, the incumbent shall:

- Translate and self-revise a wide range of documents (including official correspondence, press releases, conferences/workshops/meetings reports, etc.) into the target language, ensuring consistency of target output with source text meaning;
- Revise translated documents (reports, minutes, communiqués, Press Releases and contracts etc.) from French into English and vice versa;

- Provide, if necessary, interpretation during internal as well as external meetings;
- Liaise with freelance Translator/Interpreter with regards to the Projects Management Unit (PMU) needs for translation and revision of documents;
- Organize and manage PMU's workload of translation and revision;
- Keep record of all translation and revision work sent to the PMU;
- Establish and manage a linguistic or terminology and reference database ensuring grammatical accuracy and consistency in contextual, lexical and terminological appropriateness.

Required Qualifications, Experience and Skills

- Bachelor's degree or certificate in interpretation and Translation from a recognized institution;
- At least 7 years post qualification experience in interpretation and Translation and as a Reviser at senior level;
- Must be computer literate with verse knowledge in translation tools;
- Demonstrate effective organizational skills with the ability to prioritize work load, set and meet deadlines, handle multiple tasks simultaneously and attend to details;
- Ability to use all sources of reference, and information relevant to text at hand;
- Ability to revise;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity;
- Experience in using translation technology will be an added advantage;
- An excellent command (written and spoken) of both English and French. A working knowledge of Portuguese will be an added advantage.

Duration, Duty Station and Nature of Appointment

This is a World Bank- funded Consultancy position under WAHO's PMU. The Translator/Reviser (English) will be appointed for a period of one (1) year subject to one (1) month probation. The contract may be renewed based on satisfactory performance and availability of funds. Attractive consolidated remuneration package.

The Translator/Interpreter will be based at WAHO Headquarters in Bobo-Dioulasso, Burkina Faso but will travel across the ECOWAS region as required;

WAHO now invites suitably qualified individuals to indicate their interest in providing the services. They should provide information that they have the required qualifications and relevant experience to perform the services (Cover letter indicating which of the above positions applied, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents).

The desired consultant will be selected in accordance with the procedures for the selection of individual consultants as set out in the World Bank's Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (ed. January 2011, revised in July 2014) available on the World Bank web site <http://www.worldbank.org>

Information, Deadline and Address for Submission of Applications


Further information may be obtained during work hours: From Monday to Friday 08:00 to 16:00 GMT from at the Address below.

Interested and qualified individual Consultants should express their interest by submitting their applications (in person, by mail or email) to the address below:

Dr. Xavier CRESPI
Director General
West African Health Organization
01 BP 153 Bobo-Dioulasso 01
Telephone: (226) 20 97 57 75 / 20 97 00 97
BURKINA FASO
Email: offres@wahooas.org

The right corner of the envelope or the subject of the email must indicate the position applied. The deadline for receipt of applications is **31 August 2017 at 11:00 hours GMT**.

WAHO or the World Bank will not be responsible for any costs or expenses incurred by the individual consultant in connection with the preparation or submission of the EOI.

For

Dr. Xavier CRESPI
Director General



ORGANISATION OUEST AFRICAINE DE LA SANTE
ORGANISATION OESTE AFRICANA DA SAUDE
WEST AFRICAN HEALTH ORGANISATION
BOBO-DIOULASSO - BURKINA FASO