



ICLEI Africa Translations Officer (French/English)

(24-month fixed term contract position based in Cape Town, with the potential of renewal)
REF – Translations Officer

ICLEI is a global network of over 2 000 cities and other subnational governments committed to building a sustainable future. ICLEI provides technical services, capacity building, networking opportunities and cutting-edge urban solutions to its network cities and their communities.

ICLEI's African Head Office, which serves ICLEI's network cities from across Africa, is based in Cape Town (www.africa.iclei.org) and is also home to **ICLEI's Global Cities Biodiversity Center (CBC)**, a center of excellence in the field of urban biodiversity and nature-based solutions for urban development (www.cbc.iclei.org).

Our work is conducted by a dynamic and passionate team of well qualified and highly skilled professionals that work with cities to ensure a more sustainable future. As an office that deeply cares for the cities it works with, the team adheres to a strong set of values. There is a culture and ethos of openness and sharing, where staff are always willing to support each other where they can. There is diversity of skills and experiences in our team of well over 50 staff that spans from those that have worked internationally at diplomatic and at technical levels, carrying Masters and Doctorate degrees, to those that are experienced practitioners in the fields of urban planning, economics, sustainability, social and environmental science and engineering. Given the number of languages spoken across the African continent and globally, ICLEI Africa has many bilingual and multilingual staff, and also supports staff development in adding more languages to their repertoire.

ICLEI Africa has the pleasure to invite suitably qualified individuals to apply for the position above to join our team of dynamic urban sustainability professionals.

ICLEI Africa is looking for a dynamic translations officer to support our technical and communications teams with written English/French translation of content (including highly technical documents, popular articles and social media posts). Our work is focused on a range of urban sustainability issues, including climate change, energy and resilience, biodiversity and nature-based solutions, and urban systems. Our primary audience is local government leaders and officials in Africa.

The job incumbent needs to be a conscientious individual with a 'can do' attitude who can adapt quickly, work well under pressure with multiple stakeholders at different levels, and think on his/her feet.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- Written translation from **English to French, and French to English for a francophone African audience**
- Translation of technical urban sustainability concepts
- Translation for an African political audience

- Editing and proofreading of French text
- Writing briefs, procuring and managing relevant consultants
- Technical support of interpreters for virtual meetings (Zoom and other platforms)

The following would be advantageous:

- Experience with undertaking remote simultaneous interpretation
- Fluency in Portuguese, and experience with English/Portuguese translation, or another widely used African or global language
- Experience in working with/in different levels and structures of government or in the UN-context
- A demonstrated understanding of/experience in the environmental and/or global development fields
- Experience in working in other parts of Africa outside of South Africa
- Experience working with UN agencies and/or other global actors in the development field
- An interest in African current affairs, geopolitics and development issues

Requirements:

- Relevant post-graduate degree or equivalent language / translation qualification
- At least 2 years of relevant dedicated work experience related to the above listed areas
- Excellent English and French written, presentation and verbal communication skills
- High attention to detail, accuracy and quality
- Highly computer literate
- Diplomatic, with professional demeanour
- Innovative and motivated individual with a 'can do' attitude who can think on his/her feet
- Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic and creative environment
- Ability to be flexible about work responsibilities, prioritise and thrive under pressure
- Ability to handle multiple tasks concurrently, effectively and accurately
- Problem-solving and analytical skills, patience, and a well-organised, structured, methodical and pro-active working style
- Must have a willingness to, travel, locally and internationally, if needed, although this is not foreseen to be a regular requirement

All applicants for the above full-time, Cape Town-based positions must be South African residents, or possess permanent residency status or valid work/critical skills permit which enables candidates to be employed on a full-time basis in South Africa.

They should also have a fully functional, dedicated workspace at home for times when they may be required to work remotely (a company laptop will be provided).

Please forward **all of the following:**

- comprehensive CV
- covering/motivating letter
- an example of technical writing that you have translated from English to French
- copy of identity document, or in the case of non-South African applicants, a passport or equivalent, including valid work permit
- available starting date
- current and expected salary, and
- three contactable references

to iclei-africa@iclei.org by **5pm (SAST) on Tuesday 6 April 2021.**

Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for.

No late or incomplete applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience.

Applicants who have not been contacted within 60 working days after the closing date of this advertisement should regard their applications as unsuccessful.

ICLEI Africa reserves the right not to appoint an individual in relation to this job advert.

ICLEI Africa is open to applications for internships and volunteering in fields relevant to sustainability on an ongoing basis. Please email your CV with a covering letter (only if in possession of a valid work permit in the case on non-South African applicants) at any time to the same email address as indicated above at any time.