

Vacancy – Translation Officer

Job Title: Translation Officer

Location: Yaoundé, Cameroon

You are ambitious, dynamic, in love with challenges and want to impact the evolution of the organization through your actions, then this offer is for you.

Growing organization, **EVIHDAF** is an international research and evaluation organization **headquartered in Yaoundé, Cameroon**, which serves the **West and Central Africa** region. It provides services in Research, Evaluation & Learning; Data, Analytics & Information Systems; and Social & Behavior Change Strategies. Its practice areas include Health and Health Systems, Nutrition and Food Security, and Agriculture and Livelihoods.

We are looking for a bold candidate who is not afraid of challenges to fill the position of **Translation Officer**. A critical member of our communications team, she/he will have primary responsibility for the translation and editing of documents and will work under the supervision of the Communications and Knowledge Management Officer. The position is based in Yaoundé, Cameroon and requires flexibility and strong organizational skills.

Responsibilities

- Translate from one language (FR/ENG) to another (FR/ENG), texts and recordings, manuals, books, articles and press releases, advertising material such as presentations and brochures, contracts, legal documents, website content, scientific reports and productions, technical manuals, company documentation, etc.
- Read given content and research sector-specific terminology, ensuring that the translated content conveys the original meaning and tone.
- Proofreading texts translated by other staff and partners for accuracy of grammar, spelling, and punctuation.
- Follow up with internal team members and partners to ensure that the translation meets their needs.
- Modify content while ensuring its original format (font and structure, for example) is maintained.
- Network with experts of the domain to keep abreast of the latest translation tools and practices.
- Perform other relevant tasks as assigned.

Qualifications

- Minimum qualification: Bachelor's degree in translations, or related field, or equivalent.
- Minimum 3 years of relevant translations experience required, preferably related to global health in low- and middle- income countries.
- Familiarity with the field of global health (family planning and reproductive health, nutrition and food security, malaria, ...) in low- and middle-income countries.
- Proficiency and excellent writing and editing skills in French.
- Good writing and editing skills in English and French.
- Highly proficiency in Microsoft Office, DeepL Translate and others.
- Ability to work independently and on a team and manage and support multiple tasks simultaneously.
- Ability to influence, motivate, negotiate, and work well with others.

How to Apply?

Interested candidates are invited to submit their application online to the address admin@evihdaf.com with the subject line “**Translation Officer**” no later than **February 4th, 2024**, at **5:00 PM Cameroon time**.

The application should consist of:

- A two-page cover letter in English, showing the candidate’s qualifications for the position.
- A CV in English of no more than five (5) pages, ending with the names, phone numbers and email addresses of three referees.

NB: *Female applications are strongly encouraged.*