

Snapshot

Title: West Africa Regional Assistant Translation-in-Charge

Scope: Working directly with the Togo Regional Office and the Africa Continental Office

Reports to: Africa Translation-in-Charge and West Africa Regional Operations Manager

Experience: Entry Level

Hours: Monday-Friday, 08:00-16:30; weekends should be expected

Location: Lomé, Togo

Role Overview

The West Africa Regional Assistant Translation-in-Charge (ATIC) will be responsible for all translation and editing of material in the region. This includes liaising with service providers, doing in-house translation, and managing translation schedules.

Job Description

Spiritual Life:

- Most importantly, your relationship with God must be the central focus of your life. If this is not so, then everything else does not matter.
- Secondly, your family should take priority over work. Ensure that you are in right relationship with your spouse/children/parents/siblings.
- Prayer for TTI must be a central process in all that you do. All countries in Africa need your focused attention and prayer.
- You must identify at least one other person to be accountable to on a weekly basis.

General Requirements:

- Excellent working knowledge of Microsoft Office applications, and collaborative platforms such as Slack, Microsoft Teams, and Google Workspace. Advanced word processing skills are an added advantage.
- Should be fluent in both English and French. Proficiency in any of the other TTI languages spoken in the region (Ewe, Dioula) is an added advantage.
- Demonstrable interest in/familiarity with linguistics and/or theology is an added advantage.
- Strong analytical and problem-solving skills, including the ability to troubleshoot and make quick decisions.
- Keen attention to detail and meticulous record-keeping is mandatory.
- Ability to follow through with long-term projects while keeping track of short-term ones.
- Should be willing and able to travel for editorial workshops.
- Prompt and quality reply to all forms of correspondence.

Duties and Responsibilities:

- Work with field leaders to identify gaps in translation management in the regional office and liaise with the translation-in-charge to formulate strategies to fill them.
- Contribute towards translation systems and strategies such as the scoreboard, best practices, system, etc.
- Translate and/or oversee translation of all in-house documents and any other material sent from the regional/international offices, such as periodic communiqués and promotional material.
- Liaise with translators to translate curriculum components (core and supplementary).
- Schedule, plan and oversee editorial workshops.
- Manage continual updating/maintenance of the curriculum.
- Act as contact point between translators and Translation-in-Charge.
- Ensure consistency in use of terminology across all books and other publications.
- Quality control of translated work, i.e., translation, formatting/design of all text, graphics, covers &c.
- Coordinate with the finance department to process payments in line with best practices.
- Liaise with Translation-in-Charge to ensure the correct files are sent to service providers.
- Ensure work plans support project phases in a timely manner.