The School of Public Health and Family Medicine, in the Faculty of Health Sciences at UCT provides a range of under- and postgraduate teaching in population-based public health sciences to students training to be health professionals. The School is looking for a Translator on a full-time basis to provide to provide timely and accurate translation (written and spoken) services to an exciting new Regional Services Hub (RSH) project. Translation services will be mainly from English to French and/or Portuguese. The project will be providing Evidence-Informed Decision-Making (EIDM) support on vaccines and immunization in the WHO Africa Region.

**Requirements**

* At least 3 years’ experience in written and verbal translation that involves at least 2 (English, French and Portuguese) languages
* At least 1 year experience in translating contents for website
* At least 1 year experience in adopting innovating translation tools to work environment
* At least 1 year experience in providing translation services to diverse audience such as governments, non-governmental or international organizations
* Fluency (written and verbal) in French and/or Portuguese languages, in addition to English
* Proofreading skills
* Familiarity with the use of translation tools and resources
* Facilitation skills
* Time-management skills
* Excellent computer skills
* Excellent interpersonal and communication skills
* Ability to work remotely and with diverse people

**The following would be desirable**

* At least 1 year experience of providing translation services in a health-related field will be advantageous
* Research skills will be advantageous
* Experience in health sector will be advantageous
* Adaptable, willingness to learn and apply new skills in other areas outside of the RSH project
* Able to work independently
* Deadline driven

**Responsibilities include**

* Translation and/or revision of a variety of RSH project resources from English into French and / or Portuguese, respecting deadlines and using appropriate terminology
* Interpretation of verbal communications (such as presentations, questions, and answers etc.) during the project’s training meetings (face-to-face and virtual). The meetings will be attended by Anglophone, Francophone, and Lusophone participants
* Provision of applicable administrative and operational support to the RSH team.

The annual remuneration package, including benefits is appropriate to the Pay Class 9 (ZAR 439,276.00 to 516,794.00).

Enquiries about this post should be directed to Dr. Benjamin Kagina at: benjamin.kagina@uct.ac.za

Tel: +27 21 406 6692.

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted for an interview.