TERMS OF REFERENCE

French–Portuguese Translation Expert

1. Purpose of the Position

These Terms of Reference define the duties, responsibilities and required competencies of the French–Portuguese Translation Expert.

The Expert will provide translation and revision services from French into Portuguese and from Portuguese into French in support of the institutional, administrative and operational activities of the High Commission.

2. Duties and Responsibilities

a. Translation and Revision

The Expert shall be responsible for:

- translating a wide range of documents (decisions, resolutions, official correspondence, technical, legal and administrative reports, institutional communications) from French into Portuguese and from Portuguese into French;
- proofreading, editing and revising documents produced in Portuguese by internal departments or external service providers;
- ensuring accuracy, terminological precision, stylistic consistency and high editorial quality of all documents;
- complying with OMVG formats, style guides and linguistic standards;
- delivering regular, responsive outputs in accordance with established deadlines.

b. Terminology Management and Linguistic Tools

The Expert shall contribute to:

- developing and maintaining an institutional FR–PT glossary, in coordination with the French–English translator;
- enriching translation memories used by the High Commission;
- harmonising terminology across official documents;
- strengthening linguistic consistency across the Organisation’s outputs.

c. Internal Collaboration and Coordination

The Expert shall work closely with:

- the French-English translator
- the language service providers mobilised by the Organisation;
- the Directorates, Departments, Units, Projects and other institutions within the OMVG system.

He/she shall support:

- translation planning needs;
- internal teams on Portuguese writing best practices;
- linguistic formatting and quality control of documents prior to dissemination.

d. Support to Events

The Expert may be required to:

- prepare linguistic materials (glossaries, terminology lists, background notes) for meetings involving the Portuguese language;
- support the technical coordination of interpreters during events, including:
  - document sharing and updates;
  - version control
  - terminology check,
  - logistical support.

e. Other duties

- support the archiving of multilingual documents;
- contribute to the development and modernisation of linguistic tools used by the High Commission;
- participate in the continuous improvement of internal writing practices.

3. Profile and Qualifications

a. Education

- Master's degree in Translation or equivalent qualification (French/Portuguese language combination).

b. Experience

- Minimum of **3 to 5 years** of professional experience in FR ↔ PT translation.
- Experience in an institutional, administrative or regional environment would be an asset.

c. Technical skills

- excellent written proficiency in Portuguese;
- very good command of French;
- working knowledge of English desirable;

- proficiency in at least one CAT tool (Trados, Wordfast, etc.)
- ability to structure and maintain terminology databases;
- strong attention to detail and strict respect for confidentiality.

d. Behavioural Skills

- team spirit, collaboration and availability;
- ability to work under pressure and meet deadlines;
- Strong organisational skills and autonomy;
- openness to feedback and commitment to continuous learning and improvement.

4. Reporting Line

The Expert reports to the Director of Administration and General Services and operates under the functional supervision of the Head of the Administrative Division.

Duty Station

OMVG High Commission, Dakar (Senegal).
Possible travel in Member States as required.