



Alliance Française

Madras - India

## HEAD OF TRANSLATION CELL

« ALLIANCE FRANCAISE OF MADRAS »

FULL TIME POSITION

INSTITUTION	ALLIANCE FRANCAISE OF MADRAS 24 COLLEGE ROAD NUNGAMBAKKAM 600-006 CHENNAI
POST	<b>HEAD OF TRANSLATION CELL</b>
REPORTING TO	The Director of Alliance Française
MAIN DUTIES	<b>Management and development of the Translation Cell of « Af of Madras », in two fields : undertaking of translation work and working of the Cell</b>
	TASKS AND ACTIVITIES
SPECIFIC TASK 1	<b>PLANNING AND IMPLEMENTING ALL THE TRANSLATION PROCESSES</b>  <ol style="list-style-type: none"><li>1. <b>Receiving /accepting</b> documents for translation (hard/soft copies) from various sources (individual, corporate, institutional clients) in coordination with the Director, the Course Director and the Reception. Declining requests if the translation is beyond the capacities of the cell.</li><li>2. <b>Classifying</b> the documents as standard/non standard</li><li>3. <b>Evaluating</b> the cost of translating documents.</li><li>4. <b>Distributing</b> the documents, as necessary, to the members of the Translation cell according to their individual capability and availability, and the turnaround time. <b>Undertaking</b> translations during working hours for the AFM, in particular same-day translations.</li><li>5. <b>Correction/Revision</b>: Receiving and checking translated standard documents (soft copy) from the translators. Revising major texts (technical/medical/legal/CVs...) or arranging for revision by qualified members of the Cell/the Director.</li><li>6. <b>Delivery</b>: Printing and attesting the checked documents/signing them/getting them signed by the Director.</li><li>7. <b>Following up</b> on payments due from clients.</li><li>8. <b>Requesting</b> client <b>evaluation</b> of translations.</li></ol>
SPECIFIC TASK 2	<b>MANAGING THE TRANSLATION CELL</b>  Using management tools that help both the working of the Translation Cell and the visibility of its activity for the Administration and the Committee

	<ol style="list-style-type: none"> <li>1. Maintaining, in coordination with the Reception, the monthly XL Table of - translations.</li> <li>2. Setting up all the management tools needed for the daily working of the Cell: invoices, estimates, reminders...</li> <li>3. Maintaining archives of all the translations on a monthly and annual basis</li> <li>4. Coordinating with the Accountant for preparing list of payments to be made to the translators.</li> <li>5. Presenting a report summarizing the month's activity, to the Director and the Course Director, based on the monthly table of translations</li> </ol>
SPECIFIC TASK 3	<p><b>MANAGING INTERPRETATION SERVICES</b></p> <p>Responding to requests for interpreters, establishing estimates, identifying suitable interpreters, following up payment from client/to interpreter</p>
SPECIFIC TASK 4	<p><b>DEVELOPING THE CELL</b></p> <ol style="list-style-type: none"> <li>1. Marketing the Translation Cell to corporate bodies</li> <li>2. Identifying heavy - demand specialty domains</li> <li>3. Organizing activities for the members of the Cell, in the form of internal training and if necessary, external training that could meet the demand.</li> </ol>
PROFESSIONAL SKILLS	<p>Excellent knowledge of French and English. Knowledge of Tamil and/or Hindi will be an added asset.</p> <p>Excellent translation skills. Experience necessary.</p> <p>Excellent knowledge of basic office automation tools : word, excel, e-mail, database ...</p> <p>Basic notions of business communication</p>
SOCIAL SKILLS	<p>Ability to communicate easily with people of different nationalities and socio-professional backgrounds</p> <p>Capacity to interact daily in an intercultural context</p> <p>Ability to respond quickly and effectively to requests</p> <p>Must be organized, methodical and autonomous.</p> <p>Must be able to respect confidentiality</p>
BASIC QUALIFICATION	<p><b>Master in French/English or Level C1/C2 in French/English. Certification in translation from a recognized institution.</b></p>

For further information about this post

and /or to apply, write to:

**The Admin Manager / The Director**

[admin@af-madras.org](mailto:admin@af-madras.org) / [director@af-madras.org](mailto:director@af-madras.org)