



BANK OF GHANA

NOTICE NO.BG/GOV/SEC/2025/22

WEST AFRICAN MONETARY AGENCY

VACANCY FOR THE POSITION OF SENIOR TRANSLATOR/INTERPRETER

The West African Monetary Agency (WAMA) is an autonomous specialised Agency of the Economic Community of West African States (ECOWAS) charged with the responsibility of monitoring, coordinating and implementing the ECOWAS Monetary Cooperation Programme (EMCP), with the ultimate goal of creating a single monetary zone and a single currency for the ECOWAS region. WAMA is headquartered in Freetown, Sierra Leone.

THE LANGUAGE UNIT

The Language Unit stands at the center of the day-to-day activities of the Agency, acting as the channel through which the various Departments/Units of the Agency communicate, either through translation of documents or interpreting services.

ROLE OVERVIEW

Under the supervision of the Head of Unit, the Translator/Interpreter shall perform tasks incumbent upon the Unit. These include translation of correspondences, macroeconomic convergence reports, sometimes under very tight deadlines. The Translator/Interpreter shall be required to perform the following functions:

KEY FUNCTIONS:

- i. Provide proper, clear and faithful interpreting from French into English and vice versa during meetings of the Agency, using standard, clear and accurate language.
- ii. Translate properly documents from French to English and from English to French, ensuring the highest standard of accuracy, and maintaining the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology
- iii. Check appropriate references to ensure exact understanding and use of WAMA technical terminologies;
- iv. Consult colleagues, authors of texts, specialised technical dictionaries/ glossaries, data banks, etc. to ascertain use of technical terms;
- v. Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly updating specific terminologies, phrases, lexicons, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skills and ability;
- vi. Contribute to the promotion and use of coherent and uniform terminologies in WAMA documents and reports;
- vii. Ensure planning coordination and control of activities of the Unit when required to do so by the Head of Unit;
- viii. Ensure timely review of documents translated from French to English and vice versa;

- ix. Efficiently use computer-assisted translation tools to deliver translation services as may be needed from time to time;
- x. Contribute to the development and update of data bases and linguistic terminology materials;
- xi. Provide consecutive interpretation, when required, during audiences, courtesy visits and ad-hoc meetings, and discussions;
- xii. Perform any other tasks that may be assigned by the Director General or the Head of Unit.

Academic Requirements and Relevant Experience

- i. Master's degree in translation or interpreting from a recognized institution, with 5 years of experience in translation and/or interpreting, preferably in a regional or international organization **OR** a Bachelor's degree (or a 4-year Diploma) in translation or interpreting from a recognized institution, with at least 7 years of experience in translation and/or interpreting, preferably in a regional or international organization.
- ii. Proven knowledge of computer-assisted translation tools, machine translation tools;
- iii. Sound knowledge of the structure and content of language, including the meaning and spelling rules of composition, grammar and history;
- iv. Excellent drafting skills in English and good command of the French language;
- v. A background in economics, finance or related discipline would be an added advantage;
- vi. Ability to translate from Portuguese into French or English would also be an added advantage.

NB:

- i. Candidate shall not be more than 45 years of age;
- ii. Assessment of qualified candidates shall include an assessment test and a competency-based interview;
- iii. Only shortlisted applicants will be contacted for the interviews.

Remuneration

The candidate shall be placed on P3 Step 1 of the WAMA salary scale with the following remuneration:

Basic Salary	:	WAUA 29,635 per annum
Consolidated Allowance	:	40 percent of Basic Salary
13 th Month Basic Salary	:	One-off payment due on the 15th of December of each year calculated on a pro-rata basis considering the length of paid service during the year under review.

The current rate used for salaries and allowances is
WAUA1=USD1.45971

Provident Fund

WAMA shall contribute twenty (20) percent of the monthly basic salary of the candidate into the staff provident fund or to a provident fund of the candidate's choice. The candidate shall pay ten (10) percent of her/his monthly basic salary into the Fund. The capital and interests arising therefrom shall be paid to her/him at the end of her/his service with WAMA.

Education Allowance

The candidate shall be entitled to education allowance for her/his children at a limit of US\$3,000 per year per child, aged 3 to 18 for a maximum of 4 children.

Settlement Allowance

A settlement allowance on assumption of duty of USD 7,200.00 will be paid to cover board and lodging for two months prior to securing permanent accommodation.

Annual Leave

The candidate shall be entitled to thirty (30) working days leave per year during the term of her/his engagement with WAMA. Leave may only be taken at a time to be agreed or as determined by WAMA. The candidate is entitled to special leave in accordance with WAMA regulations.

Medical Expenses

Medical expenses incurred by the candidate for herself/himself or her/his spouse or her/his dependent children shall be reimbursed by WAMA, provided (S)he, her/his spouse or her/his dependents do not enjoy a similar facility elsewhere. Where appropriate, the candidate may opt for WAMA's medical facility, provided (S)he relinquishes the other scheme. Medical charges shall be wholly (100%) reimbursed by WAMA.

Diplomatic Privileges

The candidate will be accorded the privileges and the immunities accorded staff of an international organisation in the host country.

All other conditions guiding employment are contained in the WAMA Conditions of Service, a copy of which shall be provided to the employee upon her/his assumption of duty.

Deadline for Submitting Application

Application files should be submitted by **5th September 2025** to the following address:

Human Resource Department
Bank of Ghana
The Bank Square
42 Castle Road
Ridge, Accra

(SGD)

**AIMEE V. QUASHIE (MS.)
FOR: THE SECRETARY**

27TH AUGUST 2025

PUBLIC