

## **SPECIAL OLYMPICS POSITION DESCRIPTION**

**Position Title:** Bilingual Organizational Development Assistant, French and English

**Location:** West Africa

**Department:** Africa Region

**Reports to (supervisor):** Charles Takouet

### **Position Summary:**

The constant increase of workload within the Africa Region, and especially in the French speaking area that is currently understaffed needs an additional staff member to provide the much needed support to the Senior Organizational Development Manager assigned to French speaking Programs in the Africa Region, to oversee the entire French speaking Programs currently at seven Programs, SO Burkina Faso, SO Benin, SO Cote d'Ivoire, SO Democratic Republic of Congo, SO Senegal and SO Togo. In order to meet the current workload, an assistant is essential to provide administration support such as follow ups on reports, translations of emails and important documents. Our current Senior Manager is far overworked as he has to follow up on administrative work too. He needs to provide more strategic support to the Region and move away from day to day translation of emails and follow ups on reports. The assistant Organizational Development assistant will also serve as a backup for succession.

Responsibilities of the Organizational Development Assistant include, but are not limited to the following:

- Translation of documents and correspondences
- Translation of grant reports
- Follow up on grant reports and events calendars
- Follow up on Scorecards
- Follow up on memos to Programs
- Consistent communication with the Sr. Organizational Development Manager.
- Other duties as assigned or delegated by the Sr. Organizational Development Manager.
- Be able to travel, to work beyond core hours when necessary and be able to meet job requirements and deadlines.

**Primary Responsibilities:**

- Day to day responsibility to work under the supervision of the Sr. Organizational Development Manager to ensure that the service to Francophone Programs in the Africa Region.
- Ensure critical documents and correspondences to French Programs are translated and understandable by French Programs.
- Translation of grant reports after review by Sr. Organizational Development Manager.
- Follow up on grants reports and send updates to Sr. Organizational Development Manager for action.
- Follow up on Scorecards to determine if Programs are on target or not
- Follow up on memos to Programs.
- Send monthly update report to Sr. Organizational Development Manager
- Deliver assigned or delegated duties on schedule.
- Work outside core hours when necessary to meet job requirements and deadlines

**Required Qualifications:**

1. Bilingual (French and English) Translation and interpretation capabilities, both written and spoken.
2. Sound knowledge of volunteer management.
3. Strong skills and experience in planning and evaluation.
4. Strong organizational skill.
5. Computer knowledge/internet experience.
6. Knowledge of working with persons with intellectual disabilities.
7. Ability to compile proposals and concept notes.

**Desired Qualifications:**

- Bachelor's Degree or higher.
- Outstanding written and verbal communication skills in English and French with proven experience in written translation.
- Willingness and ability to travel extensively and independently.
- Knowledge and experience in the intellectual disability community and/or Special Olympics desired.
- Editorial capability in both English and French is an advantage.