



GDIZ recrute

Translator/Interpreter Officer

Les candidats intéressés peuvent soumettre leur curriculum vitae (CV) en version française ou anglaise au plus tard le **05 mai 2022** à l'adresse mail suivante : **hr.benin@arisenet.com** en veillant à mettre l'intitulé du poste à pourvoir dans l'objet de l'email.

- Facilitate an effective communication by performing translation tasks .
- Provide accurate sight translation of texts, documents, publications, web pages and other written materials as well as at meetings and conferences.
- Write minutes in French and English
- Translate messages, live speeches, voice recordings, contracts, and documents from
- French and English, ensuring that appropriate context, meaning, tone, and technical wording are provided.
- Compile useful information, including terms and definitions, into an organized glossary that can be referred to regularly during the translation process.
- Review, modify and edit translations to ensure that the final content is consistent with the original material

Minimum Qualifications

- Minimum Bachelor's degree in Languages, communications, or related field
- 5 years of relevant experience working as a translator or interpreter in a multinational company, preferably in an industry and in an international and multilingual environment.
- Valid certificate of accredited interpreting training
- Proficiency in office equipment, computer tools and relevant software for translation and interpretation
- Excellent bilingual (French and English) communication skills, both verbal and written.
- Knowledge of other foreign languages would be an asset
- Outstanding listening, retention and note-taking skills.
- Proficient enunciation and pronunciation skills.
- Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural backgrounds.
- Great interpersonal and organizational skills
- Exceptional time-management and ability to work under pressure
- Friendly and professional demeanor.

Only shortlisted applications will be contacted



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Legal Officer

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Key Accountabilities

- Advise the organization on all legal matters.
- Draw and vet of all the contracts, agreements and other legal documents.
- Develop, implement, and review legal policies and procedures to ensure they are in compliance with the existing legislation
- Follow up on cases filed against the organization and preparation of legal reports and opinions.
- Liaise with external lawyers and the state law office on all cases filed against the organization;
- Monitor compliance with legal and statutory requirements of the organization.
- Provide necessary support in the board secretarial function.
- Provide a day to day legal and regulatory support to the functional areas covering general compliance queries and reviews.
- Analyze the risks and legal protections related to the company
- Undertake legal research at the request of the company
- Provide advice on contentious matters
- Contribute to the development and implementation of the company's legal projects

Minimum Qualifications

- Master's degree in business law or private law (OHADA), international law, business management with a specialization as an international lawyer manager, or diploma of legal counsel for companies or related field.
- Excellent knowledge of legal standards (contracts, public-private partnership, corporate law OHADA, taxation, industrial property protection, security law, administrative procedures, etc.)
- 5 years of relevant experience in law field (business law, contract law, international law) with experience in an industrial field in an international environment
- Proven experience in legal secretarial work
- Proficiency in MS Office with ability to become familiar with firm-specific programs, software, and system
- Excellent oral and written French and English skills; knowledge of other foreign languages would be an asset
- Knowledge of all applicable laws, rules and regulations and SEZ law
- High attention to detail
- Ability to prepare complex legal documents
- Great interpersonal and communication skills, with ability to negotiate
- Strong analytical, synthesis, organizational and problem-solving skills
- Ability to meet short deadlines and to work under pressure
- Demonstrate diplomacy, pedagogy, and objectivity.
- Friendly and professional demeanor.

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Legal Intern

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- Contribute to ongoing matters within the Legal Direction
- Contribute to periodic legal and tax watch for the benefit of the company
- Provide legal support in the drafting and review of contracts
- Prepare minutes of meetings
- Implement legal administrative procedures
- Maintain legal records
- Assist in keeping mandatory legal registers
- Collaborate with and provide legal support to other departments
- Support the management of certain pre-litigation and litigation cases

Minimum Qualifications

- Master's degree in business law or private law (OHADA)
- Experience working in Business law and/on contract law
- Excellent Knowledge of legal standards (Contracts, Private Public Partnership, Corporate law OHADA, Taxation, Industrial property protection, Security law, Administrative procedures etc)
- Good ability to communicate and write legal analysis and reports
- Good general culture
- Excellent sens of proactivity and rigor
- Strong organizational and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Good knowledge of Benin administration and good network
- Excellent Written and Oral English and French Skills
- Advanced Microsoft Office skills

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