



Coalition for Dialogue on Africa (CoDA)

VACANCY ANNOUNCEMENT

PROFESSIONAL TRANSCRIBER

POSITION'S AUTHORITY

Report to: Senior Advisers

Location of Post: Open but should be available to travel on assignment with CoDA Advisers

Period of contract: FIXED FOR THREE MONTHS MAXIMUM

CoDA invites applications from suitably qualified candidates to fill this vacant position.

This position is a fixed appointment spread over a maximum of three months. The fee payable for the services provided is fixed. Only applicants who have the required flexibility to travel will be considered for this position. CoDA will cover travel costs in accordance with its rules. It should be noted, however, that CoDA does not support applications for work permits and relocation, or for the purchase of equipment.

1. INTRODUCTION

Recent developments in Africa have raised serious concerns about the future of democratic governance on the continent. The emerging context is also one in which it is becoming evident that conventional or mainstream assumptions, approaches, and frameworks on the basis of which transitions are designed leave much to be desired and call for a wholesale rethinking. Considering that Africa is home to a number of ongoing transitions, and keeping in mind that the continent is potentially faced with popular pressures for a political, economic and social reset, it has become imperative to rethink and redesign the parameters on the basis of which transitional arrangements are put in place and governed.

Drawing on the lessons of experience and building on comparative insights from other transitions around the world, especially the global south and the former communist states of eastern and central Europe, an effort will be made, through documented experiential reflections, policy research, dialogues and advisory missions, to develop a comprehensive framework and guide for practitioners, policy actors, politicians, civil society leaders and scholars.

The professional transcriber will directly work with and under the supervision of the Senior Advisers of the CoDA who are facilitating the documentation of lived experiences of transitions in Africa. He/she will, in particular, be responsible for recording interviews with key transition figures, and transcribe same for processing into publishable outputs.

2. SCOPE OF SERVICES

The professional transcriber is expected to provide support to CoDA within the framework of its work on documenting experiences of transition through an engagement with the key actors involved with such actors. In addition to the technical skills for recording and transcribing interviews, he/she will also be expected to support with cleaning up transcripts and organising interview materials in an orderly manner for further processing by the Senior Advisers.

3. DUTIES AND RESPONSIBILITIES

He/ she will have specific responsibility for the following:

- a) Recording interviews that are to be conducted in blocks of time and transcribing the interviews speedily for review by the Senior Advisers.
- b) Supporting the orderly organisation of all transcribed interview materials in readiness for copy editing and eventual publication.
- c) Undertake specific related assignments as requested by the Senior Advisers and the Project leadership.

4. QUALIFICATIONS AND EXPERIENCE

She/ he shall have the following minimum qualification and experience:

University degree in social sciences, Humanities, science or equivalent professional qualifications, and certification as a professional transcriber.

- a) At least five years' experience of working within a relevant African institution.
- b) Excellent oral and written skills including a proven ability to manage interviews.
- c) A good understanding of the African governance context and contemporary African geopolitics.
- d) Good knowledge (spoken and written) of English and Arabic.

5. HOW TO APPLY

Interested individuals should submit their resume and letter of interest **ONLY ONLINE** to info@codafrika.org and yilalaw@africa-union.org no later than 5.00 pm (EAT) on **27 May 2024**.

Please note that only shortlisted candidates will be contacted.

The Coalition for Dialogue on Africa (CoDA) does not demand or accept any form of fees or payment for recruitment.