



Translating for Humanity

## **Translators without Borders Job Descriptions Terms of Reference – Pashto/Urdu Team Leader**

*The mission of Translators without Borders is to provide people access to vital knowledge in their language through translation, training of translators, best use of technology, and building translation capacity in underserved languages.*

**Contract length: 6 months starting November 15<sup>th</sup> with possibility for extension**  
**Hours: Part time**  
**Location: Home based**  
**Travel: Potential**  
**Application deadline: 15 November 2016**

**To apply, send your CV and a cover letter to [jobshelp@translatorswithoutborders.org](mailto:jobshelp@translatorswithoutborders.org), specifying the vacancy title in the subject line.**

**Due to the urgency of the vacancy, screening and interviews will commence immediately and the candidate can be selected at any stage before the closing date.**

Translators without Borders (TWB), a US 501(c) 3 non-profit with a translator training center in Kenya, was founded in 1993 to provide translations to non-profit organizations. In 2010, the organization started a virtual platform to better coordinate these resources. Our vision is a world in which information knows no barriers. We do this by providing life-saving information in languages and formats that people can access. In the last five years, we have translated over 37 million words of life-saving and life-changing content in nearly 90 language pairs. Our latest activations for the European Refugees, the Ebola crisis and Nepal earthquake have won widespread praise from the international community.

### **Background**

TWB started to respond to the European Refugee Crisis in October 2015 and has run two consecutive projects as a member of the Start network since that time. To date, we

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have provided translation to partners working in the response, trained partner staff, professional and aspiring translators and interpreters, set up the translators and interpreters working group and started a humanitarian interpreter roster. In October 2016, TWB will begin a new project under a Dfid funded consortium for Information gathering and Dissemination. The project will run for 12 months.

### **The role**

The Pashto/Urdu Team Leader will report to the Project Coordinator and will both oversee the team of Pashto/Urdu Translators and Interpreters to ensure quality of Pashto/Urdu translations, as well as acting as the TWB Pashto/Urdu representative in training, research, MEL.

### **Responsibilities**

Reporting to the Project Coordinator, the Pashto/Urdu Team Leader will:

- Be responsible for Pashto/Urdu Translations on the Translators Workspace and Rapid Response Teams (quality and turnaround)
- Increase number of Pashto/Urdu translators as needed (reach out to relevant universities, community groups etc.) and ensure they are working through the Workspace.
- Support translators to become a part of the global TWB translation platform
- Support with recruitment of translators or interpreters as needed (posting vacancy in relevant place, shortlisting, interviews etc.)
- Test applicant Pashto/Urdu translators and interpreters to ensure quality applicants are selected
- Train or coach new Pashto/Urdu translators and interpreters, ensure use of Pashto/Urdu glossary
- Participate in training organization, design and running as needed
- Participate in research or Monitoring, Evaluation and Learning activities
- Identify needs for new translation technology tools and assist with the development and role out of new tools as they emerge (including online testing modules)
- Pashto/Urdu Interpreting for training, research or MEL activities
- Produce monthly report
- Represent TWB as needed

Please note that these roles and responsibilities are approximate and may change over time.

### **Qualifications**

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The Pashto/Urdu Team Leader should be enthusiastic about the importance of increasing access to knowledge through language. The right candidate is an energetic team player and leader who agrees with TWB's basic beliefs and values and who can work virtually with team members based throughout the world.

- Able to innovate to find creative solutions; willing to explore new technologies
- Resourceful, able to get more out of small budgets
- Experienced team player, including management of others
- Experience in managing volunteers
- Previous experience with non-profit organizations, particularly in development and/or disaster relief, is a plus
- Strong writing skills

## Requirements

- 3+ years experience in translation or interpretation
- Humanitarian aid experience desired
- Complete fluency in both written and spoken Pashto/Urdu. Demonstrated writing experience
- Right to work and travel in the EU
- Track record working with volunteers and small teams
- Familiarity with the translation, language or content industries

## Core Values

Translators without Borders employees and volunteers are made of people who believe passionately about the value of this work and take personal responsibility for achieving the mission. Translators without Borders' mission and organizational spirit embody the core values established in its strategic framework:

**Excellence:** As the leading voice for communicating humanitarian information in the right language, Translators without Borders is a leader in the translation industry and in the non-profit sector.

**Integrity:** Translators without Borders believes that every person, whether it's the people who we serve, our volunteers or our staff, has value, deserves respect and has inherent dignity.

**Empowerment:** Translators without Borders believes in using language to empower people around the world to control their own development and destiny.

**Innovation:** Translators without Borders recognizes and celebrates the power of innovation to address humanitarian and crisis issues around the world.

**Sustainability:** Translators without Borders recognizes that meeting our mission necessitates establishment and maintenance of a solid financial and organizational infrastructure.

**Tolerance:** Our staff and volunteers are highly knowledgeable and skilled; value each other, our partner and our recipients; create a supportive work environment; and, conduct themselves professionally at all times.

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