



Translating for Humanity

Translators without Borders Job Description Translation Project Manager

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: 10 months with possibility for extension

Hours: Full time

Location: Home-based

Application deadline: 10 January 2017

To apply, send your CV and a cover letter to jobshelp@translatorswithoutborders.org, specifying the vacancy title in the subject line.

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 190 language pairs. Our latest activations for the European Refugees, the Ebola crisis and Nepal earthquake have won widespread praise from the international community.

The role

The Translation Project Manager oversees the execution of translation projects, ensuring that they run smoothly, efficiently, and are completed within the expectations of both TWB management and partner organizations/clients.

Responsibilities

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Manage the entire life-cycle of multiple translation projects in a fast-paced environment, which includes development and monitoring of work plan and workflow in each phase.

- Clarify project parameters and negotiate deadlines and rates with partners/clients.
- Organize and lead project team. Establish and maintain excellent relationships with virtual translators and editors globally.
- Plan and coordinate resources; calculate resource requirements taking into account the schedule and size of the project; react in a rapid and flexible way to modifications to the schedule or size of the project. This may include recruitment of translator team and/or logging new jobs and preparing work orders in Workspace.
- Assure consistent and timely collaboration and communication among the different teams and to the partner. Manage the flow of information between all members of the project.
- Promote consistent communication with partner organizations, assuring they are kept up to date on progress of project, and seek feedback throughout the process.
- Ensure the overall quality of projects and coordinate quality assurance processes.
- Analyze, organize, troubleshoot, and solve problems with available resource and in coordination with TWB team.
- Manage project finances, and assure project stays within budget.
- Perform project close tasks such as: archiving, organizing, conducting, and summarizing post-project reviews.
- Synthesize and disseminate learnings to improve best practices in project management, workflows, and related processes.
- May serve as ad hoc project manager on projects that require a limited degree of project management.
- Performs other tasks as assigned.

Qualifications

The Translation Project Manager 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.

Requirements

- Detail-oriented, thorough, accurate, able to meet deadlines, and able to work quickly and steadily in a focused manner.
- Good interpersonal skills; able to work well in a team-oriented, collaborative, cross-functional environment.

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- Demonstrate initiative, persistence, ability to problem solve, and enthusiasm for learning.
- Able to deal with frequent changes, delays, interruptions, and unexpected events
- Strong ability to multitask, prioritize, and work independently with minimal supervision.
- Proficient in standard Microsoft Windows applications, including Word, Excel, PowerPoint, Outlook, and Internet Explorer.
- High social and emotional competence.
- Ability to mediate, negotiate, and resolve conflicts constructively.
- Excellent written and verbal English communication skills, other languages would be an asset.
- Minimum 1 year of project management experience in a similar environment.

Highly Desirable

- University Degree in linguistic/translation related studies.
- Familiarity with the translation, language or content industries.
- Fluency in one or more non-English languages.

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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For more information and to volunteer or donate, please visit
<http://www.translatorswithoutborders.org> or follow us on Twitter at
<http://www.twitter.com/TranslatorsWB>

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