



Translating for Humanity

Translators without Borders Job Description

Terms of Reference – Project Officer Interpreter Platform

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: 3 months starting 1 March 2017 with possibility for extension

Hours: Full time

Location: Home based. Preferably in Athens, Greece

Travel: Within Greece

Application deadline: 28 February 2017

To apply, send your CV and a cover letter to 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, a US 501(c) 3 non-profit with an operations center in Kenya, was founded in 1993 to provide volunteer translations to non-profit organizations. In 2010, the organization started a virtual platform to better coordinate these resources. In the last five years, we have translated almost 40 million words of life-saving and life-changing content in over 190 languages. Our latest activations around 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. To date, we have provided translation to partners working in the response, trained partner staff,

www.translatorswithoutborders.org

professional and aspiring translators and interpreters, set up the translators and interpreters working group and started a humanitarian interpreter roster.

The Role

The Project Officer will work closely with the Project Manager Translation and Project Manager Partnerships on our Words of Relief European Refugee Crisis project, as well as the TWB technical team. The Project Officer - Interpreter Platform will work on the set up of a coordination platform for interpreters and cultural mediators working in humanitarian settings. The pilot phase will focus on a platform for those working in Greece.

Responsibilities

- To conduct preliminary research on needs (resources, recruitment, sharing spaces etc) for cultural mediators and interpreters working in humanitarian settings. Produce a report on the needed functionality of the platform.
- Work with the technical team to explore existing platforms or technical solutions for the identified needs.
- Design a communications and outreach strategy to ensure that the platform is taken up widely.
- Work on the pilot phase of the platform, liaising with internal and external stakeholders to get the platform up and running.
- Work with the MEL team to ensure that the platform is working, and adjust as needed
- Help establish a regular feedback system for platform users, monitor any red flags and raise them to the management team.
- Filing - keeping the system up to date, ensuring individual data is carefully stored and backed up.
- Maintain open and professional relationships with the internal TWB team, TWB volunteers and our partners.
- Ensure timely and accurate reporting to feed into overall project reports.

Qualifications

The Project Officer 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.

www.translatorswithoutborders.org

Requirements

- 3+ years of related experience
- Experience in setting up a new initiative from scratch
- Humanitarian aid experience preferred
- Interpretation experience preferred
- 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 is 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.

For more information and to volunteer or donate please visit:

<http://www.translatorswithoutborders.org> or follow on Twitter at

<http://www.twitter.com/TranslatorsWB>.

www.translatorswithoutborders.org