



Translators without Borders Job Description

Arabic Team Leader- Words of Relief European Refugee Response

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

Hours : Full time

Location: Home based

Travel : Expected travel to Greece and other countries

Deadline to apply: 6 March 2017

To apply, please email your CV and cover letter to jobshelp@translatorswithoutborders.org with the job title in the email subject. Due to the urgency of the position, applications will be considered on a rolling basis and the successful candidate is expected to start ASAP.

It is expected that this will be a full time position with the potential for a Senior Team Leader role if the applicant has the desired management experience.

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 40 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.

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

The role

The Arabic Team Leader will report to the ERR Project Manager Translation and will both oversee the team of Arabic translators and interpreters to ensure quality Arabic translations, and act as the TWB Arabic representative in other activities (training, research, MEL). The position will be home based with anticipated travel to Greece and other European countries 30-50% of the time.

Responsibilities:

- Be responsible for Arabic Translations on the Translation Server and Rapid Response Teams (quality and turnaround)
- Increase number of Arabic 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 Arabic translators and interpreters to ensure quality applicants are selected
- Train or coach new Arabic translators and interpreters, ensure use of Arabic 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 roll out of new tools as they emerge (including online testing modules)
- Produce monthly report
- Represent TWB as needed

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

Qualifications

The Arabic 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.

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- 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
- Experienced 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 Arabic with demonstrated writing experience
- Right to work and travel in the EU desired
- 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.