



Project Director European Refugee Response Translators without Borders Terms of Reference – Project Director European Refugee Response

The mission of Translators without Borders is to provide people with 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: 4.5 months starting early May 2017, with the possibility of extension

Hours: Full-time (core hours to correspond to working day in GMT+2)

Location: Home-based; preferably in a time zone close to GMT+2

Travel: in countries affected by the European refugee crisis

Application deadline: 16 April 2017

To apply, please send your CV and a cover letter to

jobshelp@translatorswithoutborders.org, specifying the vacancy title in the subject line. Unfortunately we will only be able to contact shortlisted candidates.

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 more than 40 million words of life-saving and life-changing content in over 190 languages. Our 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 and has offered a range of language services to humanitarian agencies since then, in partnership with the Start network and Save the Children and as a member of the DfID-funded Mixed Migration Platform consortium. To date, we have provided translation to partners working in the response; trained partner staff, professional and aspiring translators and interpreters and cultural mediators; set up a translators' and interpreters' working group; and started a humanitarian interpreter roster.

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The Role

The Project Director oversees implementation of TWB's European Refugee Response project, with overall responsibility for timely and effective delivery of activities, efficient and transparent financial management, staff development, and learning.

Responsibilities

- Remotely manage a Project Manager Translations and Project Manager Partnerships in ensuring timely delivery of quality services and professional and productive engagement with partners
- Monitor and manage budgets in compliance with TWB and donor requirements
- Oversee staff development and performance management and promote capacity building and learning across the team
- Work closely with the TWB MEL Manager on executing the M&E plan for the ERR project, ensuring flexibility and innovation are incorporated and embraced
- Proactively seek opportunities to expand the depth and breadth of the project in response to need, and develop funding proposals to that end
- Working with the crisis response management team, lead on planning and resourcing (staff, finance, etc.) for the development of any new areas of intervention
- Maintain open and professional relationships with the internal TWB team, TWB volunteers, partner agencies and donors
- Ensure that management and donors are aware of extensions, budget revisions or substantial changes in the project in a timely manner
- Contribute to a positive, innovative and supportive work environment

Qualifications

The Project Director should be an organized self-starter with strong management credentials, and 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

- 5+ years of project management experience in the humanitarian or development sector
- Humanitarian aid experience preferred
- Interpreting or translation experience a plus, but not essential
- Flexible location

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

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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 our [website](#) or follow us on [Twitter](#).

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