

Job Description

Translator

About SeeBeyondBorders	SeeBeyondBorders' primary focus is to improve education standards in Cambodia by providing children with access to quality teaching and learning at school. SBB is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in north-west Cambodia, SeeBeyondBorders conducts programs to teach teachers, improve school facilities and support and encourage children to get to school. In the work we do with schools, and in the way we run the organization, our aim is to build capability within Cambodia, so that ultimately, SeeBeyondBorders is no longer needed.
Accountable to	Communications and Administrative Officer
Type of Employment	Full-Time (40 hours a week), One Year Contract
Place of Employment	Battambang (with travel to Siem Reap and Bavel)
Responsibility for Values	Active commitment to the SBB Development Philosophy and values; Changemaker Competency Integrity Courage Respect
Responsibilities	<ul style="list-style-type: none">• Responsible for translating and exercising quality control and on-time delivery of high-quality translations of documents and publications in Khmer to English and vice-versa• Keep and update a database of translated documents, publications and other materials• Performs interpretation as and when required• Performs a variety of clerical tasks including typing, making copies, collating information, gathering resources and preparing materials.• Contributes relevant feedback to program staff
Ability to	<ul style="list-style-type: none">• Interpret and translate between two languages (English and Khmer)• Follow instructions accurately including written and oral directions• Communicate and collaborate with colleagues and partners• Establish and maintain cooperative working relations with those contacted during performance of job duties• Prioritize work in order to meet deadlines and maintain schedules
Personal Characteristics	<ul style="list-style-type: none">• High level of initiative, a self-starter, capable of working unsupervised• Results-oriented individual keen to develop the skills of others to help achieve those results• Team player, willing to work hard and set an example to colleagues at all levels of the organisation• Respected and respectful with a high level of honesty and integrity• Innovative and creative attitude to change and improvements with a

- willingness to share ideas and identify opportunities for improvement
- People-centric and capable of building and maintaining trusted relationships
- Highly motivated and looking to develop a productive independent working career

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org
Facebook : www.facebook.com/SeeBeyondBorders
Blog : seebeyondborders.wordpress.com
Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.