

JOB DESCRIPTION

JOB TITLE

SR Translation Collaborator

ROLE

To play a supporting role to the Sponsor Relations Officer in being responsible for the good performance of translation tasks in an effective manner to ensure the SR operational performance standard is met and team objectives can be achieved with good outcome and best practice with the overall objective of improving the well-being of children in Vietnam.

REPORTING STRUCTURE / RELATIONSHIPS

The SR Translation Collaborator reports to the Sponsor Relations Officer, Hanoi Office.

RESPONSIBILITIES

- To support Sponsor Relations Officer in the first round check of correspondence quality to ensure some basic rules and principles of children's letters for SR team members and to ensure the good implementation of Quality Control;
- To translate Sponsorship correspondence from English/French/German into Vietnamese and vice versa;
- To provide occasional support to the team issues relating to periodical tasks or child-participated activities if any;

WORKING CONDITIONS

The successful candidate will be offered one year contract. Translation service fees will be set according to experience and qualifications, in accordance with ChildFund policy.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

- Students of Language college or University major in English/French/German;
- Willingness to learn in developed working environment;
- Good interpersonal and communication skills;
- Good computer skills and familiar with database;
- Being committed to administrative type of work.