



Employment Opportunity
Adventist Development and Relief Agency (ADRA Thailand)

ADRA is a global network of independent humanitarian organizations established in 1984 by the Seventh Day Adventist Church for the specific purpose of providing individual and community development and disaster relief. ADRA Thailand works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA Thailand has served vulnerable and marginalized people in Thailand through community development initiatives targeting Food Security, Economic Development, Primary Health and Education. ADRA Thailand's emergency response initiatives provide aid to disaster survivors and people fleeing active conflict from Myanmar.

ADRA's purpose statement is: To serve humanity so that all may live as God intended. This is coupled with our motto: Justice. Compassion. Love.

ADRA Thailand is currently seeking qualified candidates for the position of **Translator** based in **Mae Sot, Thailand** for Risk Communications and Community Engagement Project (RCCE).

Application Deadline: 24 May 2020

Project Duration: 6 months

Report to: Communication Specialist

RESPONSIBILITIES:

- Translate newsletters, articles, audio recordings, reports and other documents as requested into specific languages
- Proofread translated texts for grammar, spelling and punctuation errors
- Liaise with authors to ensure that translations retain the content, meaning, and tone of the original material
- Attend meetings to translate discussions as needed
- Any other assignment as requested by the supervisor

QUALIFICATION REQUIRED:

Educational Qualifications:

- Diploma or higher

Experience:

- Proven working experience as a translator, interpreter or similar roles

Language Skills:

- Fluent in Karen and Burmese
- Thai and English language is an advantage

Skills and Abilities:

- Excellent in proofreading skills
- The ability to grasp new concepts quickly e.g. technical term
- Ability to work to deadline
- Attention to detail
- Computer proficient in Microsoft Office
- Strong commitment

Core Competencies:

- Working with People (2.1)
- Presenting and communicating information (3.3)
- Writing and reporting (4.1)
- Learning and researching (5.1)

How to apply: In the subject line of the email, please write “**Translator – RCCE**” Please send applications; cover letter, CV mentioned salary expectation and/or educational certificate, work certificate and training certificate to: hr@adrathailand.org

Please note: Only shortlisted applicants will be contacted. The offer of employment will be subject to satisfactory references and appropriate screening checks which can include criminal records
