The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Translator

Reference Number: 2402006_YAN_Translator
Salary Grade: B2
Report to: Information Management Coordinator
Duty Station: Yangon
Application Deadline: 13/03/2024
Start date: As soon as possible.

Job purpose

The ICRC is looking for a Translator to be based in its Yangon office. Under the supervision of the Information Management Coordinator, the Translator helps the ICRC communicate clearly and consistently by providing translation services from one or more languages into their mother tongue and/or editing services in their mother tongue.

Main responsibilities

- Reviews written translations provided by other teams or sites on a case-by-case basis to ensure accuracy.
- Translates and reviews internal and external correspondences, working papers and other relevant documents to and from all government ministries and other relevant entities.
- Internally translates all operation and legal documents such as Memorandum of Understanding, intervention, Terms of Reference, Letter of Agreement, Lease Agreements etc. Externally, translate regulations and official gazettes etc.
- Support departments with project descriptions and trainings where needed.
- Provides Burmese/English translation for other delegations upon request.
- Occasionally interprets during meetings and workshops (internal/external)
- Reads and rewrites documents in specified language, following established rules pertaining to factors such as word meanings, sentence structure, grammar, and mechanics.
- Participates and makes final decision of terminology used by the delegation in its written correspondences.
- Advises on sensitivities regarding the use of national languages in the delegations.
- Elaborates complex written translations English/Myanmar of all types independently (correspondence, newspaper articles, internal documents, dissemination tools) where necessary.
- Contributes to revision and proof-reading tasks.
- Briefs ICRC staff on cultural sensitivity and appropriate behavior for the local context.

Requirements and experience

- University degree in translation/Linguistics from a recognized academic institution or equivalent. Interpretation, client relations or similar
- At least 3 years of work experience as a translator, interpreter or similar, preferably in an international organizations, diplomatic corps, or government/public relations.
- Fluent in written and spoken English and Burmese. French is an asset.
- Able to translate legal terms between Burmese and English
- Excellent writing skills in mother tongue
- Excellent communication skills
- Very good analytical and writing skills.
- Confirmed capacity to analyse the political and social environment.

Your Profile

- Strongly motivated by humanitarian work, and proactive attitude
- Effective communication, networking and listening skills
- People person and genuine sense of empathy
- Autonomous and adaptable, with ability to interact collaboratively in a multidisciplinary and multicultural team
- Excellent writing and summarizing skills, and good knowledge of digital tools
- Robust organizational and prioritization capacities
- Capacity to exercise discretion
- Capacity to work under pressure and remote environment
- Good understanding of the dynamic affecting Myanmar and its humanitarian consequences.
We offer

- A unique and rewarding opportunity to help the victims of violence in a fast-paced environment;
- Initial training and on-boarding organized
- A 12-month contract extendable
- A competitive compensation package including medical coverage and transportation allowances.
- A training opportunity to develop and strengthen the quality of the services provided to our beneficiaries as well as to support our staff members’ professional and personal development.

Interested to join us?

Please submit your application (Motivation letter, Curriculum Vitae (CV), relevant certificates, 3 referees and salary expectation) by email (not exceeding 5MB) to:

yan_hr_recruitment_services@icrc.org

Please indicate the Reference Number 2401006_YAN_Translator in the email subject.

Kindly send your application no later than 13/03/2024. Interviews are expected to take place within 2 weeks after the application closing date. Due to the urgency of the position, the ICRC reserves the right to recruit a candidate who matches the required profile before the above deadline and only shortlisted candidates will be contacted.

The ICRC is committed to creating a diverse and inclusive working environment for all its employees. We encourage all qualified candidates to apply, irrespective of ethnicity, race, gender, disability, age, or belief as part of the recruitment policy of the ICRC.

Need further information?

For more information about the position, you are most welcome to contact our Talent Acquisition Team at yan_hr_recruitment_services@icrc.org.