



Job Announcement

Title: Translator/Para-legal Assistant
Location: Mandalay, Myanmar
Reports to: Mandalay, Lawyer In-Charge.
Application Deadline: 25 June 2025

ABOUT THE POSITION

The International Legal Foundation (the ILF), an international not-for-profit organization was created in 2001, for the purpose of assisting post-conflict and transitional countries in developing effective legal aid systems. (www.theilf.org). In 2017, the ILF established a new legal aid program in Myanmar with the goal to mentor Myanmar lawyers to provide quality, effective criminal defense services to poor people charged with crimes. The ILF seeks a qualified, dynamic and results oriented individual for the position of Translator/Para-Legal Assistant to translate all communications for the international ILF staff, including, but not limited to, legal discussions and written documents, in-court translations and group meetings, as well as to provide basic paralegal administrative support to the ILF-Myanmar lawyers.

RESPONSIBILITIES

- Provide high quality translation services (both oral and written) between English and Burmese in legal and government-related settings
- Travel as needed (locally) with ILF international staff, as permitted, and outside city on an as-needed and as-approved basis.
- Go to court on a regular basis to assist ILF-Myanmar lawyers (wait for or meet clients, obtain documents and decisions of the court, copy court files, orders, etc.) and interpret court proceedings for ILF international staff.
- Conduct case preparation for discussing with international fellows (Such as translating the case file).
- Assist ILF-Myanmar lawyers with filing applications such as printing out documents and preparation to be ready to be submitted (upon instruction).
- Keep track of court dates and inform ILF-Myanmar lawyers, staff and internationals.
- Manage the Pro-bono cases such as receiving the cases from Pro-bono lawyers (FCFs, Case files, POA). Keep track of their case stages in order to fill up the CMS with accurate information).
- Enter all case information in the Case Management System and ensure that the data is accurate and up to date and as well as other required data-based sheets (case load tracker, appellate case sheet, etc). Provide reports on data and case statistics regularly or as requested.
- Upload case files (every case file scanned) and related documents on the drive on the regular basis such as uploading the investigation records, awareness sessions records, client assessment interviews files, etc).
- Collaborate with the team in such activities as legal awareness sessions, coordination meetings, CoPs and internship programs. (such as note taking and reporting back about the event).
- Answering the helpline phone (during office hours) and if needed to refer to lawyers, coordinate with lawyers. (For example, client who asked for counselling) (fill out in the excel sheet).
- Perform all translation as requested by supervisors along with occasional administrative responsibilities.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Arts Degree in English from an accredited university
- Proficiency in oral and written English, as well as oral and written Myanmar
- Willingness to travel within region and the surrounding area as needed
- Willingness to travel outside of region as needed, and as permitted

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- Prior experience translating a strong plus
- Prior experience working for a lawyer or law firm, or at least knowledge or interest in the law, a strong plus
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required
- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- A commitment to the ILF's mission and goals

Kindly submit your resume and a thoughtful cover letter that lists your monthly salary requirements and answers the question "How has your background or experience, professional or otherwise, prepared you to contribute to the ILF's mission?" to info@ilf-m.org . No telephone inquiries please. Only candidates selected for an interview will be contacted.

Antiracism, diversity, and equity are critical to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The International Legal Foundation is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply.