

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

We are currently inviting motivated and talented individuals to apply for Consultant (Translator for Roster) position based in Home-based, Yangon / and other location. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE**

JOB TITLE: Consultant (Translator)	
TEAM/PROGRAMME: Myanmar Education Consortium (MEC)	LOCATION: Home-based, Yangon / and other location
Grade: TBC Number of Position: 1 (Mon)	Type of Contract: Fixed Term (6 Month) with 50% LOE Agreement with Possibility of extension based on the program requirement.
CHILD SAFEGUARDING: Level 2: <u>either</u> the role holder will have access to personal data about children and/or young people as part of their work; <u>or</u> they will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).	
Consultancy Role: Reporting to the Partnership Program Coordinator, the translators will translate written documents from English into Burmese or an ethnic language (Mon) into English . In some cases, the translator will act as an interpreter to provide simultaneous oral translation during meetings, workshops and training as required. Number of working days and rate: Translators will be contracted on the basis of an average of 50% LOE per month for a period of 6 months, with workplans for each month agreed at the start of the month. Extension/Level of Effort beyond this period will be re-assessed after 5 months."	

ROLE PURPOSE:

The Myanmar Education Consortium (MEC) was established in early 2013 to support the provision of education services for marginalized, under-served children. With an updated strategy in 2021, MEC continues to adopt a 'systems-strengthening' approach, to provide support for the development of ethnic and monastic complementary education systems. The programme works with established education providers to place an emphasis on developing the quality and inclusivity of education in Myanmar, including improved learning outcomes; and with a broader range of diverse stakeholders to address key policy barriers for the achievement of an equitable education system.

MEC provides funding, coordination, technical assistance, and research support across different education systems to promote continuous improvement of education services and facilitate a supportive operating environment for ethnic and monastic education. MEC works to identify and promote sustainable solutions that address systemic barriers to education for hard-to-reach children. MEC is currently at the outset of its third Phase of implementation 2021-2025 and is currently recruiting for 4 long-term consultant translators, at a 50% level of effort basis.

Purpose of Consultancy:

Translation will be from English to Burmese / ethnic language (Mon, Karen and Kachin) and from Burmese / ethnic language into English as requested. Documents will include technical terminology mainly on Education, M&E, Policy and Child Safeguarding. In addition to written translations, the translator will also be requested to act as an interpreter during some meetings/workshops/trainings with partners.

The translator will be expected to be:

- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained.
- Translate in workshops, trainings and meeting
- Researching legal, technical, and scientific phraseology to find the correct translation.
- Proactively liaising with Save the Children / MEC staff to discuss any unclear points;
- Maintain a register of agreed translation of common terms for consistent use.
- Proofreading and editing final translated versions.
- Providing a grammatically correct, well-expressed final version of the translated text, usually as a Word document;
- Accurately assess workload / time required to complete tasks to ensure the supervisor can support in prioritising work to meet deadlines;
- Able to do translation and interpretation when asked with a short notice.

Person Specifications:**Essential****Qualifications, experience and competences:**

- Strong experience as a translator both from English to Burmese / ethnic language (Mon) and from an ethnic language to English or Burmese.
- Experience of translating technical documents and documents with technical vocabulary (Education, M&E, Policy and Child Safeguarding)
- Experience of real time translation from English to Burmese / ethnic language (Mon, Karen and Kachin) and from Burmese/ ethnic language to English.
- Strong communication skills, with excellent written and spoken English and ethnic language
- Need to have regular access to email and phone
- Ability and willingness to keep information confidential and follow other ethical standards
- Ability to respond to urgent demands and deliver within short period of time
- Confidence and proficiency in using MS Office, in particular Word, Excel and PowerPoint
- Experience of a flexible approach to managing and prioritizing a high workload and multiple tasks in a fast paced environment with tight deadlines
- Ability to travel within the country to do interpretation (when restrictions are lifted)
- Experience of proactively identifying and addressing issues
- High level of cultural sensitivity and ability to work in a multi-cultural and multi-ethnic environment.

Desired

- Ability to do simultaneous interpretation
- Ability to read and amend .pdf documents
- Working on a translation software

SCI values are indicated below and we expect all candidates to align with such values.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others □ Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are requested to send an **Application Letter, Curriculum Vitae** to:

Human Resources Department | Save the Children International|
No. 126/A, 2nd Floor, Dhamazedi Road, Bahan Township, Yangon, Myanmar
Email: recruitment.myanmar@savethechildren.org

The position will be opened until a qualified candidate is identified.

Note: The job vacancy can also be viewed in SCI web site <http://myanmar.savethechildren.net/jobs>. Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.