



The International Charitable Foundation "Alliance for Public Health" announces external recruitment to fill the following position:

Translator

The International Charitable Foundation "Alliance for Public Health" (Alliance) is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis, and other dangerous diseases in Ukraine in collaboration with key state partners and civil society organizations through providing financial and technical support to relevant programs covering over 300,000 members of the most vulnerable populations in Ukraine, which is the highest coverage in Europe.

Purpose: to provide proper written and oral translation for the organization needs; to coordinate the pool of external translators, providing services to the Alliance on a consultancy basis, including editing and proof-reading translations.

Contract type: fixed-term till 29th 2017 with possibility of extension

Core Requirements:

- University degree in translation is required.
- 2+ years of working experience as a translator. Experience in international organization and in the sphere of public health is preferable.
- Perfect translation/interpreting skills.
- Excellent speaking and writing skills for a range of audiences (Russian, Ukrainian and English).
- Ability to coordinate and control the work performed by others.
- Analytical skills and attention to details.
- Able to work under pressure, handle several tasks simultaneously and meet deadlines.
- High level of computer literacy. Knowledge of CAT tools, including Wordfast is an advantage.
- Excellent typing skills
- Strong commitment to confronting HIV/AIDS and motivation to work.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain "ref: Translator".

Deadline for applications: 6 pm, July 3d, 2017.

Only successful candidates will be contacted for an interview.

The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the vulnerable groups devoted to Public and Personal Health issues.

JOB DESCRIPTION

Job Title: Translator
Department: Policy and Partnership
Position Type: full-time, fixed-term
Band: 4

JOB PURPOSE: to provide proper written and oral translation for the organization needs; to coordinate the pool of external translators, providing services to the Alliance on a consultancy basis, including editing and proof-reading translations.

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DUTIES AND RESPONSIBILITIES:

1. Translating

- Provide written translations of Alliance information materials from English into Ukrainian and/or Russian and vice versa.
- Contribute to the work of the other staff by researching international documents and texts, and by proof-reading texts.
- Summarize texts written in English to assist the other staff rapidly assess their quality and relevance.
- Develop a solid understanding and ability to use vocabulary and terminology that is appropriate to the work of the Alliance Programs.
- Maintain proper electronic and paper filing systems.

2. Interpreting

- Provide oral translations from English into Ukrainian and/or Russian and vice versa for the Alliance staff, Consultants, Partner Organizations, Alliance Secretariat Staff as well as other partners visiting the Alliance if and when required.
- Sequential and simultaneous interpreting of meetings, seminars and negotiations.

3. Work with pool of external translators

- Database of consultants support and maintaining.
- Coordinate and be responsible for the work of the Alliance pool of translators.
- Proof-reading of the translated materials.
- Prepare all necessary documentation (i.e. TOR etc.).

4. Other

- To carry out and coordinate other supportive translation and interpretation duties.
- Identify, develop and coordinate other resources for translation and interpretation as needed.
- Maintain good relations with linking organizations, stakeholders and donor agencies in a manner appropriate to the Translator's function.
- Undertake other duties when required.

Functional Authorities:

Provide quality assurance of written and oral translations for the organization.
Coordinate the pool of external translators and be responsible for work done by them.

Budget Authority: No

HAS A SAY IN: N/A

SUPERVISION OF STAFF: none

REPORTS TO: Associate Director: Policy & Partnership

COOPERATION WITH:
All units of the organization