Job Position: Translation Team Leader

Background:

World Vision Foundation of Thailand (WVFT) is a non-profit, Christian organization, dedicated to transformational development of children, families and communities. It was founded in 1974, and is currently supporting children, families and community development in 46 provinces in Thailand.

Purpose of Position:

- To support the translation of system operation of ADP program in each region.
- Helps Program & Budget Support Dept manager in the management of the translation by the system.
- Inspection the quality of the translation to gain correct understanding
- Coordination with Outside translator to ensure a quality translation

Role Dimension:

- The translation coordination as planned and assigned work: Document translation is correct and the content can understand.
- Translation Administration and annual budget plan, including control costs and quality to meet the standard: Administration of translation management with quality and on time.
- Support and development the potential of translation team and including outsource team and various technique, screening outside translators and coordinate with HR: Can coordinate with the translation team and the team in PBS in each region of the document details and manage the translation systems in group work efficiently.
- Able to translate and check the quality of translation: Check the content of translation documentation to have quality and understandable.
- Coordinate with PBS Officer Team in the detail of documentation of the mission to understand the content and quality of the report: Coordination with the PBS team in each region in the details of the document.
- Other relationships:
  - Coordinate with other department in Ekamai office to support the programs operation of each project
  - Coordinate with PBS Dept Manager
  - Coordinate with Outside translator

Core Capabilities:

- Achieving Capabilities:
  - Achieving and quality service
  - Work with responsibility and integrity
  - Communicate effectively
  - Able to make understand with requested department and coordinate the details of the program / project
- Self-Managing Capabilities:
  - Living and working with Jesus Christ as the centre
  - Learn to grow and develop
  - Maintaining balance and efficiency in work and personal life
- Thinking Capabilities
  - Can think deeply, widely and clearly
  - Understanding Humanitarian affairs
  - Understanding the mission and operations of World Vision
  - Innovative ability and creativity
- Relational Capabilities:
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- Building a relationship together (From different parties)
- Capable of sexual (gender) and cultural diversity
- Motivate both individuals and groups

Job Qualification:

- Minimum Bachelor's degree in Humanities or Linguistics etc.
- Ability to translate Thai to English and Thai English (writing, speaking, listening and reading
- Document analysis skills
- Experience in coordination tasks
- Experience working in the system of WVFT)
- Working in offices in Bangkok may be traveling with the team in the region for some time about 3-4 days per quarter based on the work including the coordination with various departments particularly bringing the Foundation’s guests to the area