

Job Position : Technical Assistant & Translator

PURPOSE OF POSITION

The purpose of the position is to provide technical assistance and translation support to the Ministry Quality & Impact Division in support of the achievement of division, departments and teams' objectives and targets that are aligned to WVFT's strategic objectives and contributes to partnership initiatives.

MAJOR RESPONSIBILITIES

Technical & Administrative Support to MQI Division and Departments

- Provides appropriate information or documentation relevant to the decision-making of the Division Manager and Department Managers.
- Provide support in monitoring, follow ups, consolidating monthly division reports
- Assists the Division Manager and Department Managers in coordinating with other divisions and department and ensuring the implementation of division plans
- Assists the Division Manager and Department Managers in disseminating important organizational and partnership updates to team members or to others teams and units.
- Assists in the engagement of staff and teams and provides documentation assistance in learning events, team meetings, planning, budgeting, and other related events.
- Develops a system for file-keeping and monitoring of team records/documents for easy access by designated users

Translation Support

- Thai and English translations of communication materials within MQI division and communications from MQI to other divisions particularly program implementation
- Support translation of communications from other divisions or departments
- Edit and proofread text in Thai and English for internal & external use

Job Position : Technical Assistant & Translator

Performance Management & Development

- Ensure individual plan contributes to department objectives and targets
- Coordinate with supervisor for staff's performance, development and wellbeing
- Collaborate between teams with MQI division and across WVFT
- Develops individual performance and development plans with CESI Manager,
- Seek to grow and model WVFT's values and WV's Mindsets and Behaviours and help others to do the same
- Seek continuous improvement and innovation and model work-life balance
- Seek individual/ personal, professional plans and growth

KNOWLEDGE, SKILLS AND ABILITIES

1. Bachelor's Degree preferably in Development or Social Sciences and other related fields
2. At least 1 year experience in providing technical and administrative, translation support to organizational planning and management processes
3. Demonstrated skills in documentation and report writing
4. Communication skills, both written and oral.
5. Critical thinking skills for data and report analysis
6. Strength in facilitation, coordination, and organization of materials, documents and events and administrative skills
7. Competent in the use of Microsoft Office computer programs including Word, Excel and PowerPoint

หากท่านมีความสนใจสมัครงานกรุณาส่งประวัติของท่านมาที่:

E-Mail : banyen_muenjob@wvi.org

สอบถามข้อมูลเพิ่มเติมได้ที่: 02-0229200 ต่อ 154