

Job Position: Translator

The Translator position is designed for candidates who have experience in similar activities, and knowledge of the international development work. Under the general direction of the Chief of Party, the Translator will perform its duties in close coordination with team staff members and partners.

Duties and Responsibilities:

- Provides a courteous and efficient written and verbal linguistic assistance and serves as a point of liaison and effective communication in the local office for all partners and for external experts engaged with the Activity.
- Assists the Activity staff and experts, and facilitates written and verbal communication with the local partners, collaborators and other stakeholders.
- Provides high-quality, live, simultaneously translation of English and Albanian languages as needed, throughout all communications related to the Activity.
- Assists in preparation of meetings by translating digital and written materials, and participates in office and other Activity meetings interpreting verbal communication.
- Organizes a paper and electronic format filing system of documents translated and published during Activity implementation.
- Is knowledgeable of and complies with communication standards and policies for USAID and the Iowa Consortium, to assure translations are consistent with such expectations and requirements.
- Provides linguistic support for Activity experts and consultants; supports translations of training materials, virtual and in-person meetings and consultations, and technical and resource materials.
- Facilitates communication between local office, experts, Iowa Consortium organizations, private sector and university partners, as well as governmental and non-governmental colleagues and collaborators.
- Participates and offers linguistic support in various events during the Activity implementation.
- Engages in other office activities assigned by Chief of Party and Office Manager.
- Establishes good and considerate working relationships with all staff in the organisation, demonstrating respect for their own roles and responsibilities.

Minimum Qualifications

- Bachelor's degree in English Language.
- Prior professional experience performing written and verbal translation of English, Albanian, and Serbian.
- Working knowledge of and experience with donor-funded programs
- Excellent interpersonal and communication skills.
- Exceptional writing and editing skills. Ability to write, communicate, and prepare documents clearly in English, Albanian. Preference will be given to candidates who have skills in Serbian Language.
- Commitment to inclusive development programming that brings to bear the talents of women, youth, minorities, persons with disabilities, and LGBTQIA+ persons.
- Organizational and interpersonal skills and ability to solve complex problem.
- English language fluency, with excellent oral and written communication skills.

Working hours

The employee establishes an employment relationship on a full time schedule. The full time schedule shall be eight (8) hours per day, amounting to forty (40) hours per week.