

POSITION: Translator (MGT)

BASIC FUNCTION OF POSITION

This position primary duty will be translating written communications from the management section (i.e. Management Notices, Instructions, Procedures, and Policies) into Burmese..

MAJOR DUTIES AND RESPONSIBILITIES

Translation of documents from English to Burmese and Burmese to English – 90%

Translate Management section documents (Management Instructions, Notices, Handbooks, Policies, etc.) from English to Burmese in a timely manner.

Translate Burmese documents into English for use by Management Team (e.g. legal documents, Diplomatic Notes, etc.)

Formatting documents, filing and Record Keeping-- 10%

Format, file, and archive all translations, working with the intranet coordinators to make sure documents are posted on the intranet and SharePoint in a timely fashion.