

Translator/Interpreter - Terms of Reference

Profile: UBS Optimus Foundation Children's Resilience Project - Translator/Interpreter and Administration Support

Position: Translator/Interpreter

Location: This role is primarily based in Ukraine but Crown Agents will try to accommodate individual circumstances where possible.

Background:

About Crown Agents

Crown Agents is a high impact social enterprise passionate about transforming the future for millions of people. Since our creation in 1833 we have worked across the globe to improve public services and drive economic growth. Our expertise is finding new solutions to difficult problems for clients in the areas of health, governance, economic growth, humanitarian action, and supply chain services. We work with and train leaders at local, national and international level to achieve lasting change drawing on our insight and experience.

About the UBS Optimus Foundation Children's Resilience Project:

Crown Agents International Development recognises the need to develop a flexible and adaptive fund to support Civil Society Organisations (CSOs) in Ukraine to respond, scale-up, and navigate the current crisis. In support of this, CAID proposes to extend its fund management and capacity building services to roll out and deliver a fund management project to support Ukraine civil society organizations to effectively respond to the accelerating humanitarian need and establish a Fund that builds the resilience of children to withstand unpredictability.

Our Ukraine-based team have continued 'business as usual' since the Russian invasion in February 2022, delivering over 14 million medical items valued at almost \$21 million. Our Kyiv office has been operational throughout the past 13 months, and we have added hubs in L'viv, Rzeszow, and Krakow to our network to support our growing project work. Our Crisis Response team mobilised immediately following the invasion and have led on the delivery of substantive humanitarian programming in Ukraine.

The Translator/Interpreter reports to the Communications and Awareness Manager

Management responsibilities

The Translator/Interpreter has no direct management responsibility for other staff.

Job Description

- The key responsibilities of the Translator/Interpreter are to provide written translations and to interpret. He or she must be a native speaker of Ukraine, with excellent written and verbal skills, and must also be proficient in written and spoken English. The Translator/Interpreter is required to provide objective and speedy renderings from one language to the other, without opinion or engagement in the content, and is expected to conduct him or herself well and in an appropriate manner for senior level meetings. Translator/Interpreter is expected to undertake the following main tasks:
- Accurate, prompt, high quality written translation from Ukrainian to English and vice versa
- Support for senior management participation in official meetings through reliable simultaneous interpretation from Ukrainian to English and vice versa

- Accurate and timely production of meeting minutes
- Support for individual consultants by accurate, prompt and high quality translation or interpretation in meetings, on operational visits and for in documentation, as required
- Support to the Team Leader in translation matters for project management reports and other documentation
- Archive all translated documents and their originals in a structured, searchable electronic archive.
- Written translation in both directions between Ukrainian and English
- Provision of advice and support on all language matters to Crown Agents managers locally and to individual consultants to support the effective execution of the programme
- Any other related language duties as may be required to support the effective administration of the project

How to Apply

Ukrainian nationals are strongly encouraged to apply. Candidates should submit the following documents:

- CV
- Cover Letter
- Two referees

Other Obligations

The nature of Crown Agents' engagement in Ukraine means that information and discussion essential to the engagement may be highly sensitive, both commercially and operationally. All personnel employed on this programme have a commitment to maintain the highest standards of confidentiality, behaviour and performance. This includes full compliance with all the requirements of their personal contracts as well as those defined in the programme Staff Handbook.

Deadline for Submission

This is an urgent recruitment, and we will therefore review CVs on a rolling basis.

This job posting summarises the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.