



DOCTORS WITHOUT BORDERS (THAILAND)

ด็อกเตอร์ส วิทเฮงท์ บอร์เดอร์ส (ประเทศไทย)

Title:	QUALIFIED TRANSLATOR
Generic Function:	
Code:	AT01300
Level:	5 (E)

Position in the Organization	
Reports to (Hierarchical):	HR Manager
Reports to (Functional):	HR Manager
Job Family:	HR & FIN
Supervises (Function):	n/a

Main Purpose

Performing professional translation activities and delegated duties depending on supervisor's specialization and instructions and according to **DWBT** protocols, standards and procedures, in order to ensure a proper representation and translation of **DWBT** activities and core values.

Accountabilities

- Performing professional written and oral interpretation and translation activities according to supervisor's specialization (e.g. MD, RN, IC, Pharmacy, Mental Health, Lab, Logistics, Operations, HR), ensuring medical confidentiality, neutrality and respect towards patients, collaborators, authorities, military factions and DWBT staff.
- Performing administrative tasks required by supervisor (arrangement of meetings, minute taking, and follow-up for patient care). Providing necessary feedback to supervisor following discussions and negotiations and. Assisting with report writing (DWBT and Government required reports), ensuring that all meeting minutes are recorded and that translated documents are properly filed.
- Depending on the supervisor's specialization and the needs of the respective department, establishing and maintaining professional contacts with relevant authorities and communicating DWBT's messages to MoH counterparts and authorities (specifically related to patient care);
- Ensuring that supervisor is aware of cultural nuances when dealing with MoH authorities and counterparts to ensure a good working relationship. Educating supervisor on effective methods of culturally sensitive communication and informing international staff about local customs, tradition, etc. that will help in better communication and understanding of the context.
- Immediately informing supervisor of any problems that might be linked to individual behavior (counterproductive and/or culturally insensitivity) and declaring any "conflict of interest" when asked to translate (e.g. personal involvement).
- Upholding DWBT's core principles, values, quality standards and Code of Conduct. Respecting DWBT's identification materials and not abusing their use aside from their intended purposes.
- Observing security rules and regulations, NOT putting self and others in danger. Promoting and maintaining DWBT quality standards

DWBT Section/Context Specific Accountabilities

- Provide accurate and culturally appropriate English–Burmese–English interpretation during meetings, negotiations, and discussions with partner organizations, government agencies, and stakeholders.
- Interpret during trainings, workshops, and coordination meetings, ensuring clarity, neutrality, and fidelity to the speaker's intended meaning.



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- Translate written documents including emails, reports, training materials, contracts, and agreement with a high level of accuracy and professionalism.
- Ensure that interpretations and translations reflect the sensitive border context and support constructive dialogue, collaboration, and mutual understanding among all parties.
- Willingness to travel to field sites along the Thai–Myanmar border as required.

Requirements

- Education**
- Higher education (health degree would be an asset)
 - Professional training in translation
- Experience**
- Essential at least two years previous working experience. Desirable in DWBT or other NGOs
 - Experience in written and oral translations in English and Burmese and performing administrative tasks
- Languages**
- Fluent in English and Burmese language (written and oral), good communication skills in local languages such as Karen and Karenni is highly valued.
- Knowledge**
- Good computer skills (MS word, Excel, Power Point, Outlook)
- Competencies**
- Results and Quality Orientation *L1*
 - Teamwork and Cooperation *L1*
 - Behavioural Flexibility *L1*
 - Commitment to DWBT Principles *L1*
 - Service Orientation *L1*
 - Stress Management *L2*

HR & Benefits

- One-year fixed term contract with the possibility of renewal, with 3 month-probation period
- Health benefit package
- Desired starting date: immediately

How to Apply

Please complete your application in ENGLISH and attach your CV and cover letter (stating your motivation and what you can contribute to the position) via the Google Form. <https://forms.gle/Qny-hnP8JLSgAB1cy6> on or before **31st January 2026, at 5 PM**. Applications that are not completed (CV Covering letter) will not be considered.

Only short-listed candidates will be contacted and invited for the interview.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE