

POSITION DESCRIPTION

Position Title:	Translator/HR Assistant		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Human Resources Officer		
Classification Level:	Category C1A1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 0		
	Indirectly: 0		
Special Provisions:	<ul style="list-style-type: none"> Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. Willingness to travel to municipalities including participants homes to facilitate research activities and conduct follow-up visits as required. Ability to obtain a clear Police Check 		

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF THE POSITION:

The Translator/HR Assistant will assist the Human Resources Officer with routine HR functions including hiring and interviewing staff, administering pay, training, benefits, compensation and compliance for national staff. The Translator/HR Assistant will also assist and work closely with Technical Staff (Mentors) to provide accurate interpretation and translation during meetings and teaching sessions. Able to precisely and accurately translate critical reports, Training materials including PowerPoint slides from English to Tetum and Vice-versa.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Human Resources Officer at Menzies School of Health Research Timor-Leste Office.

Translator:

- Precisely and accurately interprets information given by the Technical Staff (Mentors) into equivalent terminology during meetings and teaching sessions
- Assists in translating reports, Training materials including PowerPoint slides from English or Tetum on behalf of Technical Staff (Mentors)
- Ensure translated content conveys original meaning and tone
- Cross-reference to check quality of translation
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Follow up with internal team members and Technical Staff (Mentors) to ensure translation meets their needs
- Edit content with an eye toward maintaining its original format (e.g. font and structure)
- Establishes and maintains quality service and positive interaction with all Technical Staff (Mentors)
- Provides occasional services outside of normal working hours on as as-needed basis
- Performs miscellaneous job-related duties as assigned

HR:

- Organize visa applications and immigration clearance for international staff and maintain records of applications and approvals
- Assist in the orientation of new employees and training existing employees
- Assist in monitoring employee performance
- Assist in overseeing the health and safety of all employees
- Any other tasks as reasonably required by the HR Officer

OTHER RESPONSIBILITIES:

Health & Safety and Security

Work closely with and provide support to the HR Officer to:


1. Ensure that security measures are practiced and enforced to maintain a safe and secure working/living environment for Menzies Timor-Leste staff
2. Maintain records of work-related injuries or incidents
3. Ensure all staff understands individual and collective responsibilities for safety and security

SELECTION CRITERIA:

1	Qualifications:	Minimum Senior Secondary (Years 10-12) and/or minimum 1-2 years relevant Translator and HR work experience
2	Essential Criteria:	<ul style="list-style-type: none"> • Understanding of HR functions and best practices • Good understanding of Timor-Leste labor law • Ability to precisely and accurately translate critical medical information from English to Tetum and vice-versa • Strong interpersonal skills, flexibility, and customer service orientation • Written translation skills • Listening skills • Proficient in MS Office or any HR software • Ability to maintain confidentiality of records and information • Ability to work outside of normal working hours as needed
3	Desirable Criteria:	<ul style="list-style-type: none"> • Good knowledge of medical terminology and procedures • Strong verbal and written communication skills in English and Tetum

COVID-19 Safety Requirements:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such as good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

Approved by:	Antonio Goncalves
Title:	Country Manager
Signature:	
Date Approved:	20 th July 2023