

English Editor and Translator

Indonesia

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS			
Assignment title	English Editor and Translator		
Partner Organisation	The SMERU Research Institute		
Location	Jakarta, Indonesia		
Website of Partner Organisation	http://smeru.or.id/		
Duration of assignment	12 weeks	Start date	24/05/2021
Type of assignment	Remote	Australian Organisation	N/A
Time commitment	Full time (25 hours per week or more)		
	(Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

The SMERU Research Institute is an independent institution for research and public policy studies. We professionally and proactively provide accurate and timely information, as well as objective analyses, on various socioeconomic and poverty issues considered most urgent and relevant for the people of Indonesia. All of our work is directed toward our primary goal of encouraging pro-poor policies at national and regional levels through evidence-based research.

Since its establishment in 2001, SMERU has been a leader in poverty and inequality research in Indonesia. SMERU conducts qualitative, quantitative, and mixed-method studies on various socioeconomic issues affecting Indonesia's poorest and most vulnerable people. We are also at the forefront of the research effort to highlight the impact of development programs and policies, and we actively publish and report our research findings. Our work focuses on areas of socioeconomic research that are of fundamental importance to contemporary development issues.

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ASSIGNMENT DETAILS

Assignment overview

This position is important because the Institute publishes many reports in English. The on-going support of a native speaker for this position is required to ensure the high quality of SMERU's English reports and raise the Institute's international reputation, as well as increase the English writing capacity of SMERU researchers and translating/editing capacity of SMERU's translators/editors.

Assignment objectives

To improve the Institute's capacity to produce English research papers, reports, policy briefs, etc.

To increase the capacity of SMERU researchers and editors/translators to produce English publications through capacity building. These publications will include topics that focus on inclusiveness such as the inclusion of marginal groups, including women, children, youths, and people with disability.

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Prepare accurate English translations of SMERU research papers, field reports, policy briefs, and other documents according to the Institute's house style.

Conduct editing, proofreading, and revision of English materials to ensure style, spelling, and syntax.

Coordinate with SMERU researchers and other SMERU staff during the preparation of draft translations and editing process of documents to address issues related to meaning and content. This will involve working directly with research staff who are authors of specific documents.

Conduct any other tasks as directed by the director or her deputy.

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Selection criteria

Bachelor's Degree from an Australian University or equivalent

Fluency in Indonesian, especially a high level of comprehension of written Indonesian

An ability to translate accurately from Indonesian to English
English editing skills
Ability to work in a team and independently

Desirable skills, language and experience

At least two years of work experience in translation and editing or a related field

Research experience or experience in conveying research results in report form

Line Manager	Publications section head
Staff Supervision	No.
Working relationships	Volunteers will be working closely with most of the researchers.
Hours and days of work	Remote from Monday to Friday, 8.30 am-4:30 pm
Leave	N/A
Professional indemnity insurance (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	<i>No - This assignment is not deemed to require professional indemnity insurance</i> The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	N/A The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	N/A
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. https://www.australianvolunteers.com/countries/indonesia

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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)