

# Translator and Junior Project Officer for Voluntas Advisory

## The Position in Brief

We are looking for a Translator with project management and coordination skills to join our Tunis office. The purpose of the position is to support our work for clients in Libya and beyond with insights. You will be responsible for support to the Tunis Head of Office and our clients with translating the results from field surveys and interview guides from English into Arabic and Arabic into English. In addition you will be supporting our ongoing projects with project management and administrative support.

## Main Responsibilities

- Engage with our Copenhagen Denmark team, on a daily basis to ensure translation is completed in a timely and efficient manner while ensuring that all translations are exceptionally professional and well written
- Support the Tunis Head of Office in researching new private and public sector clients, providing support to coordinate meetings logistics, track and record meeting minutes, ensure project deliverables and deadlines are adhered to, and to support the writing of monthly newsletters

## Looking to make a difference in the world?

- Aspires to improve work with an international organization in a fast paced environment
- Considers team work the best opportunity to learn and to contribute to the learning of others
- Works independently and proactively by taking ownership of tasks with multiple deadlines
- Strives for professional excellence in all work

## Key Qualifications:

- Proven proficiency in written and oral translation is a must (English and Arabic). Preferably with a certificate in translation.
- Minimum 2 years' experience in a junior level project management role involving use of analytical skills, preferably in managing research and analysis projects.
- Experience engaging with a diverse array of stakeholders with varying interests, preferably experience with an international organization.
- Master degree in Social Science, Political Science or Economics is as an asset (not a requirement).

## How to apply

Please prepare a resume and cover letter answering the following questions:

1. Explain in short your take on the current situation in Libya
2. Tell us about your professional experience in providing translation to paying clients
3. Provide two written samples of your work in translation English to Arabic or vice versa. Including two references
4. Reflect on a time in the last few years when you felt genuine excitement about a project
5. Describe the three most important attributes you would bring to Voluntas Advisory

Please submit the application to [jobs@voluntasadvisory.com](mailto:jobs@voluntasadvisory.com). Selected candidates will be invited for a set of experience and case interviews. For any inquiries about the position feel free to contact Mathias Esmann [mes@voluntasadvisory.com](mailto:mes@voluntasadvisory.com).

## About Voluntas

Based in Copenhagen, Voluntas Advisory is a management consultancy firm driven by creating business strategies with a purpose beyond profit and developing policies for a sustainable impact. By working in the intersection between state and business, the interplay between society and market, and the synergy between citizen and consumer, we...

- ... create purposeful business and branding strategies,
- ... produce incisive market research and impactful analyses
- ... deliver insightful and innovative policy advice

We value:



**Honesty**

above compassion



**Facts**

above emotions



**Humbleness and hard work**

above good intentions



**Self-awareness**

above self-confidence