



ILSTA is building up its country team in Laos and is recruiting a highly motivated: *Translator: English-Lao – Lao-English*

Location: Vientiane and provinces, Lao PDR

Duration: 1 year (full time), with the possibility of being renewed

Location: Vientiane and provinces, Lao PDR

DUTIES AND RESPONSIBILITIES:

The incumbent will under the general direction of ILSTA:

- Translate documents from English to Lao and Lao to English;
- Translate legal training materials from English to Lao and Lao to English;
- Translate laws, decrees and other legal texts from Lao to English and English to Lao;
- Simultaneous and/or consecutive interpretation during meetings and workshops;
- Support and assist operations in the provinces;
- Liaise with the government and the implementing agencies and other involved parties and agencies;
- Collect statistical information as required.

QUALIFICATIONS:

University degree in languages, linguistics, law or public administration;

Excellent written and spoken English and Lao (international candidates may also apply), an additional language is considered an asset;

Cultural and linguistic understanding of Lao and English;

Ability to work under pressure and meet deadlines;

Computer literacy; good communication skills;

Experience with development and governance issues;

Prior work experience in a similar position;

Available to travel to the provinces.

ILSTA offers:

A friendly and dynamic work environment;

An attractive salary package in accordance with the profile of the incumbent;

Career development opportunities.

Applicants should submit a motivation letter, CV and references to: contact@ilsta.org

Or

Institute for Legal Support and Technical Assistance (ILSTA)

6th floor, NNN Building, Ban Phonsinuan, Sisattanak District, Vientiane Lao PDR