

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Translator
ACCOUNTABLE TO	MEAL Manager
LINE MANAGEMENT	N/A
LOCATION	Battambang Province with occasional travel within Cambodia
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full time, 12 months Fixed Duration Contract
SALARY	Based on experience and qualifications
DEADLINE	20 July 2026
START DATE	01 August 2026

About StudyBeyondBorders in Cambodia (SBB Cambodia)

SBB Cambodia is a non-government organisation which is registered in Cambodia and operates in rural locations in Battambang, Siem Reap and Oddar Meanchey Provinces. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

Working within the government primary education system, we partner hand-in-hand with schools in northern Cambodia to champion the professional growth of teachers and school leaders. Locally driven and internationally engaged, we combine respected research with contextual wisdom to co-create relevant solutions that embed ownership directly with local educators. Together we draw on evidence to ensure students have access to quality, inclusive teaching and learning, and to support the translation of evidence-based insights into policy and practice through advocacy. This serves to foster system-wide change, securing a brighter future for Cambodian children and their communities.

Our Transform Education Program and EPIC Research Alliance Project form the lead initiatives and are supported by our Shared Services platform, which enables all of our work. We seek to embed all our work at the school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	- Interpret and translate between two languages (English and Khmer) - Follow instructions accurately including written and oral directions - Good written English and Khmer - Communicate and collaborate with colleagues and partners - Establish and maintain cooperative working relations with
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	those contacted during performance of job duties - Prioritise work in order to meet deadlines and maintain schedules
Qualifications, skills and experience – DESIRABLE	- IELTS certificate of 5.5 or above; or equivalent
Personal Characteristics	- High level of initiative, a self-starter, capable of working unsupervised - Results-oriented individual keen to develop the skills of others to help achieve those results - Willing to work hard and set an example to colleagues at all levels of the organisation - Respected and respectful with a high level of honesty and integrity - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - People-centric and capable of building and maintaining trusted relationships - Highly motivated and looking to develop a productive independent working career
Respect for SBBC Values	Active commitment to the SBBC Development Philosophy and values: - Respect Integrity Competency Courage Innovation

The role

The Translator works closely with the MEAL Manager to provide high-quality translation, interpretation, and administrative support. The primary focus of this role is translating official organisational documents (such as policies and procedures) between English and Khmer, while ensuring strict quality control and timely delivery.

Additionally, the translator will maintain a structured database of translated materials, provide verbal interpretation for multinational events like the EPIC Summit, and handle general clerical tasks to support smooth day-to-day operations and emerging organisational needs.

While the key Responsibilities and Tasks assigned to this role are listed below, the translator may also be required to address cross-cutting and emerging issues that may impact the effective operation of the organisation and its projects.

Responsibilities

R1: Responsible for translating and ensuring the quality control and on-time delivery of translations of documents and publications from English to Khmer and vice versa.

- Translate complex official documents, technical publications, reports, and correspondence accurately while maintaining the original tone, context, and meaning.
- Proofread and edit translated materials to check for grammar, spelling, punctuation, and

cultural nuances before final submission.

- Cross-reference specialised terminology using established glossaries and dictionaries to ensure consistency across all Khmer and English publications.
- Manage timelines and prioritise multiple translation projects simultaneously to meet strict institutional deadlines.

R2: Keep and update a database of translated documents, publications and other materials.

- Develop and maintain a structured digital archive/file-naming system for all translated documents, ensuring easy retrieval for the team.
- Build and update a glossary of frequently used technical terms, acronyms, and organisational jargon in both English and Khmer.
- Back up translated materials regularly to secure cloud storage or internal servers according to the organisation system and process.
- Track version history of documents that undergo periodic updates to ensure the team always accesses the most current translation.

R3: Performs interpretation as and when required.

- Provide consecutive interpretation during internal meetings, workshops, conferences, and official events.
- Accompany international staff or delegates during field visits and community meetings to facilitate clear communication with local stakeholders.
- Review meeting agendas and background materials in advance to prepare for high-stakes interpretation assignments.

R4: Performs a variety of clerical tasks including typing, making copies, collating information, gathering resources and preparing materials.

- Type, format, and layout translated documents to match the original formatting (e.g., aligning text with images, tables, or charts).
- Prepare physical and digital packages of materials (photocopying, printing, and binding).
- Conduct preliminary desk research to gather reference materials, data, or context needed for upcoming translation projects.
- Assist with general office administrative tasks as assigned by MEAL Manager and/or Senior Leadership.

Working at SBBC

The regular working week is 40 hours. Leave entitlements include 18 days annual leave, accessible on a pro-rata, pre-approved basis; up to 10 days sick leave; and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SBBC is committed to protecting the rights of children and vulnerable people. The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SBBC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were....and the results were.....'.

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SBBC organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBBC is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

LinkedIn : www.linkedin.com/company/seebeyondborders