

## Translator Profile

CMTC-OVM is a patient organisation operating worldwide in which the patient and their direct environment are placed centrally. The board members and all the volunteers from a variety of countries carry out their highly appreciated work with much drive and a great deal of enjoyment. Together we have already achieved a lot and we can continue to do so. We represent the interests of the patients, who are often children and their direct family and we help them in all sorts of practical ways. Thanks to our organisation, to be able to provide clarity to a patient in terms of his or her condition is something that gives us a wonderful feeling each time. Our international volunteers are pleased to be actively involved in an enthusiastic and professional team.

<b>Subject</b>	<b>Description</b>
Main tasks	1. Translation of documents and website articles is often from Dutch or English to another language. The documents are usually written in the Dutch language. Website articles are also written in Dutch and are converted to another language using a special software tool. The translator subsequently checks and corrects this translated text.
Authorisations	1. Translation of documents and website articles. Review and publication will be performed by the Chairperson as far as this is possible to arrange.
Responsibilities	1. Deliver a correct translation (without spelling errors).
Time required	On average around one hour every three weeks. The task can be performed practically anywhere with an internet connection.
Characteristics	<ol style="list-style-type: none"> <li>1. Analytical.</li> <li>2. Organised.</li> <li>3. Determined.</li> <li>4. Trustworthy.</li> <li>5. Feeling for language and context.</li> <li>6. Proactive.</li> <li>7. Motivated.</li> </ol>
Knowledge and Skills	<ol style="list-style-type: none"> <li>1. MS-Office (especially Word).</li> <li>2. E-mail software such as Outlook and/or webmail.</li> <li>3. Dutch language spoken and written (optional).</li> <li>4. English language spoken and written.</li> <li>5. The language into which the translation is made will need to be the first language of the translator.</li> <li>6. WordPress for content management of our website. If not available then the association can arrange appropriate training.</li> <li>7. ICT is an important tool within our organisation and it is essential that the person who fills this role has wider knowledge and skills of ICT than only the specific items mentioned above.</li> <li>8. Currently working for or has worked for a minimum of 2 years in a commercial business.</li> </ol>
Min. Education Level	Bachelor's degree.
Equipment	<ol style="list-style-type: none"> <li>1. Computer.</li> <li>2. MS-Office (can be provided if not already available).</li> <li>3. Internet access and e-mail.</li> <li>4. Telephone.</li> </ol>
Compensation	1. For larger volumes of translation work (for example more than 40 hours per year) a payment can be provided subject to agreement.