

## **Terms of Reference**

RISE Programme in Indonesia is now recruiting for the position of:

Job Title: **English and Indonesian Editor-Translator (Full Time)**

Terms of Employment: 2 years fixed terms contract with a possible 1 year extension

Work Location: Jakarta

Reporting to: Programme Manager

RISE Programme in Indonesia (RISE) is an education research program led by The SMERU Research Institute, funded by United Kingdom's Department for International Development (DFID) and Australian Government's Department of Foreign Affairs and Trade (DFAT). In this five-year research program, SMERU is partnering with the Amsterdam Institute for Global Health and Development (AIGHD) and the Mathematica Policy Research (Mathematica) to identify issues of Indonesia's education system and to encourage changes in components of the education system, which is a necessity for improving learning outcomes. RISE Programme in Indonesia specifically monitors the implementation of teacher reform in decentralized Indonesia and reviews how far the teacher reform can improve learning outcome.

Under the overall guidance of the Programme Manager, the English and Indonesian Editor-Translator will play a major role in working to ensure the overall quality of the RISE publications, including materials published on its website, blog, and social media. The Editor-Translator will ensure the accuracy of all Indonesian/English materials and address issues related to style and substance. In fulfilling the duties, the editor-translator will work closely with RISE and SMERU researchers and communications officer.

### **Tasks and responsibilities**

- a. Making accurate Indonesian or English translations of the programme's reports, publications, and other related outputs, such as press releases, blog articles, presentations. etc., to ensure their quality and timely production.
- b. Editing Indonesian/English versions of the programme's reports, publications, and other related outputs, such as press releases, blog articles, presentations. etc., to ensure their quality and timely production.
- c. Coordinating with RISE researchers and other RISE staff during the preparation of draft translations or edited materials to address questions related to meaning as well as provide input concerning content. This will involve working directly with research staff who are the authors of specific documents.
- d. Developing house style.
- e. Proofreading and correcting all Indonesian/English materials in accordance with RISE house style

- f. Carrying out any other tasks as directed by the RISE team leader or deputy team leader.

### **Desired Qualifications**

- a. Bachelor degree or equivalent
- b. At least three years' experience editing Indonesian documents and translating Indonesian documents into English (and English to Indonesian), including academic publications
- c. Excellent English and Indonesian writing skills
- d. Strong analytical skills
- e. Strong communication and teamwork skills
- f. Appropriate word processing computer skills
- g. Able to multitask and work under pressure
- h. A background in social sciences
- i. Experience in social research

Qualified and interested applicants should send an application containing 1) cover letter addressing the qualifications stated above, 2) detailed resume, and 3) contact details of three referees **no later than 26 November 2017**.

Applications should be sent to [jobapplication@smeru.or.id](mailto:jobapplication@smeru.or.id) with mentioning the position title in the subject of the email.

Only short listed candidates will be contacted.