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JOB DESCRIPTION

JOB TITLE: Translation Coordinator – Vietnam

JOB GRADE: 20

BUSINESS UNIT: Orbis Global Programmes

EMPLOYMENT TERMS: Limited-Term (Over 6 months) Full-Time

COUNTRY OFFICE/DEPT: Vietnam

APPROVED BY: Ngoc Pham - Country Director

DATE: October 26

JOB SUMMARY

The Translation Coordinator supports Orbis's goal of ending avoidable blindness by overseeing the end-to-end translation process of e-learning and related digital content into Vietnamese for eye care professionals in Vietnam.

The Translation Coordinator works closely with translators, localisation vendors, subject matter experts and internal stakeholders to ensure the translation of high-quality, culturally adapted online courses and related digital learning resources for eye health professionals, delivered through Orbis's [Cybersight](#) platform.

The ideal candidate will have excellent project management skills, strong communication skills and a thorough understanding of translation workflows and tools.

LOCATION

Hanoi, Vietnam

REPORTING & WORKING RELATIONSHIPS

The Translation Coordinator reports to the Program Officer – Ha Nguyen. This position works closely with the Telehealth team, the Clinical Services team, Orbis Volunteer Faculty, Orbis Vietnam and ophthalmic teams and translation agencies and vendors.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- In coordination with the Orbis Vietnam team, Clinical Training team and Cybersight team, oversee the workflow of multiple translation projects, distributing projects among translation agencies/vendors and ophthalmic staff and volunteers
- Support the sourcing, hiring and managing of relationships with translators, translation agencies, vendors and voiceover/subtitling services, including quotation processing and invoice management
- Collate, review and prepare online course content and related materials for translation, including coord, deining video transcriptions
- Troubleshoot and resolve any technical issues related to translations
- Liaise with ophthalmology subject matter experts on specific questions, terminology or comments from translators and maintain terminology databases, translation memories and style guides

- Coordinate review and proofreading of translated content
- Integrate AI-powered translation within translation and voiceover projects, as appropriate
- Implement quality control processes to ensure high standards and accuracy of translated content, including technical accuracy (ophthalmic terminology) and cultural adaptation
- Ensure translated content is in required final state for hand-off to Cybersight online course programmers and work closely with digital learning team on implementing localised content
- Oversee beta testing of programmed online courses
- Maintain project documentation, source files and records
- Coordinate translation of other materials (e.g. for communications, fundraising), as required

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or equivalent in Languages, Linguistics, Translation, Communications
- 3-5 years' experience in managing translation projects, preferably in an educational or online learning context. Experience in the health sector is a bonus.
- Excellent project management skills, with proven experience in managing multiple projects simultaneously
- Strong vendor / agency relationship management
- Excellent proofreading skills
- Working knowledge of translation tools and software.

SKILLS & ABILITIES

- Native Vietnamese and fluent English (spoken and written).
- Knowledge of multimedia localization (voiceovers, subtitling)
- Knowledge of cultural nuances and context in translations.
- Excellent interpersonal and communication skills (verbal and written); the ability to interact and collaborate effectively with people of diverse cultural and professional backgrounds.
- Strong organizational and planning skills with keen attention to detail: ability to manage multiple tasks and details efficiently while meeting deadlines.
- Ability to work independently, with minimal supervision.

ORBIS VALUES & COMPETENCIES

At Orbis, our values and competencies are central to how we work and grow, both as individuals and as a global organization. These expectations apply to all employees and help ensure that we are aligned in our mission and impact.

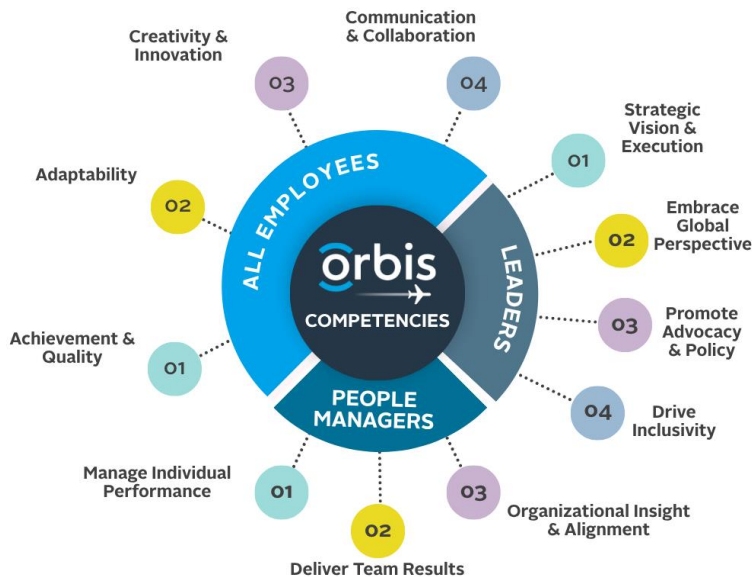
Our Values in Action: We are guided by five values: **Accountability, Commitment, Innovation, Integrity, and Equity.** These values reflect how we engage with our colleagues, partners, and



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the communities we serve. We expect everyone at Orbis to model these values in daily decisions and behaviors.

Our Competencies in Action: These describe the key skills and behaviors needed to succeed at Orbis. They are used in performance discussions and to support career development across roles.



Competencies	Application
Core	All Employees
People Managers	All roles supervising at least one Orbis employee
Leaders	All roles Grade 24 of higher

👉 Click here for a quick overview of [our values](#) and [competencies](#)

To learn more about Orbis, go to <http://www.orbis.org>

HOW TO APPLY

Interested candidates are encouraged to apply by clicking on the following link: [Career Center | Recruitment](#)

Application Deadline: Submit your application no later than 17:00 PM on 09 November 2026.

Please note that only shortlisted candidates will be contacted for an interview.

Orbis is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, disability, veteran status, or any other protected characteristic.

We encourage applications from qualified individuals of all backgrounds, cultures, and communities, particularly those underrepresented in the international nonprofit sector. Orbis is proud to foster an environment where everyone can contribute meaningfully and thrive.

TO BE COMPLETED AND RETURNED TO HIRING MANAGER/HR FOCAL POINT BY GLOBAL HR ONLY AFTER GRADING:	
KF-Architect Job Code:	Date Job Evaluated: 23 April 2026 New Jobs
FLSA Classification (US Only) ☐ Exempt ☐ Non-Exempt	Orbis Job Grade: 20