



AISBL International Non-Profit Association under Belgian law IVZW

The European Organization of Research and Treatment of Cancer (EORTC) promotes cancer research in Europe and is linked to other leading biomedical research organizations around the world. EORTC research takes place in over 200 hospitals, universities and cancer centers in 32 countries and the unique network of investigators of EORTC comprises more than 2,000 clinicians collaborating. The EORTC research facility based in Brussels has a vacancy for a:

TRANSLATION COORDINATOR (100% FTE)

The Translation Coordinator will be responsible for coordinating translations of EORTC Quality of Life Group questionnaires and be the main point of contact for translation requests. The Translation Coordinator will work within the Quality of Life Department and be managed by the Head of the Quality of Life Department/the Assistant Director of EORTC, Dr Andrew Bottomley. The Translation Coordinator is expected to represent the Department when liaising with the EORTC Quality of Life Group, during Group meetings and on a daily basis, particularly with the Chair of the Translation Committee and other members of the Translation Committee. This post does not involve direct translating, but the function is primarily dealing with the coordination and logistics of the process, it therefore demands excellent coordination and communication skills, diplomacy and an ability to work in English. Significant previous experience in the translation field is essential for this senior post along with an experience in the health care field.

Key Profile

1. University degree in linguistic sciences or graduate degree in a relevant field. Ideally with a PhD in Linguistics.
2. Significant experience in the health care field, ideally with both academia and pharmaceutical industry.
3. Proven experience in managing staff and coordinating projects.
4. Experience in coordination of translation projects at an international level.
5. Experience in review of translation and validation reports
7. Good organizational and administrative skills.
8. Excellent communication and interpersonal skills.
9. Excellent presentation skills and experience of delivering presentations.
10. Excellent analytical skills and rigorous attention to detail
11. Skilled in the use and management of computer databases relative to translation software.
12. Computer literate with standard software and PowerPoint
13. Very high standard of English, written and oral French and Dutch are an asset.
14. The position suits a dynamic team player and not for the faint-hearted.

Main responsibilities:

- Coordinate the preparation of EORTC QLQ translations for Quality of Life Group members, EORTC clinicians, and pharmaceutical companies.
- Ensure communication for translations between the Quality of Life Group, the Quality of Life Department, clinicians, translation agencies and pharmaceutical companies.
- Manage costs linked to translations and develop a translation fee funding system

Other more specific tasks:

- Attend the Quality of Life Group Translation Committee meetings when required
- Undertake and implement drafting of minutes of the Quality of Life Group Translation Committee
- Produce reports on monthly progress of translation status
- Assist in writing publications (eg. translation guidelines) with the Head of the Translation Committee and Head of QOL Department
- Prepare presentations for QLG meetings and selected conferences
- Manage the EORTC Item Bank database
- Administration of the Translation Memory

Other key tasks relative to collaborators in the Translation Unit

The Translation Coordinator will work in the Translation Unit, within the Quality of Life Department. The person will work in a collaborative and team-friendly manner with Translation Assistants

The EORTC offers a highly stimulating, professional & friendly atmosphere in an international environment.

Please note the employee benefit package is within the non-profit sector

Please send curriculum vitae and cover letter in English to: Recruitment - EORTC
Headquarters - Avenue E. Mounier 83, bte 11, 1200 Brussels, Belgium
Confidential fax: +32 2 770 78 11 - Email:
recruitment@eortc.be