

POSITION DESCRIPTION



BURMA
LINK

POSITION TITLE: Local Research Intern

ORGANIZATION: Burma Link – Mae Sot, Thailand

REPORTS TO: Burma Coordinator

OVERALL RESPONSIBILITY: The intern will continuously research new developments, news and publications by Burma Link’s partners and other relevant media and organisations (in Burmese language). The intern will conduct systematic media monitoring of Burma Link’s focus areas in Burmese and produce monthly situation updates based on current developments. The intern is expected to read a significant amount of reports and other publications to develop an understanding of the situation inside Burma and on the Thailand-Burma border, particularly with regard to Burma’s ethnic nationalities and displaced persons on the border. The intern will conduct Burmese-English and English-Burmese translations and interpretations as needed. The intern will transcribe Burmese language interviews and may assist with interviewing. The intern will update Burma Link’s Burmese website with new publications and posts, and assist with producing monthly newsletters. Other tasks depend on the intern’s previous experience and skills but will include various administrative tasks.

KEY RESPONSIBILITIES:

- Keep up to date with report reading and other publications, to gain an understanding of the current situation.
- Continuously research new publications and developments.
- Transcribe and translate interviews from Burmese to English.
- Assist with interviewing as requested.
- Carry out other translations and interpretation as necessary.
- Cooperating closely with the Burma Coordinator, making sure information on the website is correct and up to date.
- Perform other duties as may be requested.

JOB REQUIREMENTS – EDUCATION & PROFESSIONAL

- Basic knowledge of use of social media websites.
- Proficient with Microsoft Office.
- Excellent written and oral communication skills in Burmese.
- Very good written and oral communication skills in English.
- Demonstrated interest in Burma issues.
- Knowledge of Karen (and other ethnic languages) is an advantage.
- Knowledge of WordPress and website development is an advantage.

- Ability to travel inside Burma and along the border is an advantage.

JOB REQUIREMENTS – PERSONAL ATTRIBUTES:

- Integrity and honesty.
- Reliability, and trustworthiness.
- Cultural sensitivity and strong ethics.
- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with staff and volunteers across the organization.
- Ability to work effectively in a multi-cultural environment.
- Ability to prioritize and manage own time even under pressure.
- Ability to take constructive criticism.
- Willingness and ability to work outside normal working hours.
- Passionate about what Burma Link does.

APPLICATIONS

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and [application form](#) to office@burmalink.org.