

## Translator/Interpreter, Mongolia

Communication and Publishing Department, Asia North Area



Your Voice,  
His Voice

Find your fit within  
Church Employment

### Responsibilities:

- Translates, reviews, and proofreads all materials assigned by completing the necessary research and typing the translation. May translate some materials annually depending upon their supervisory assignments
- Determines the acceptability of translation, interpretation and recording completed by all translators and contractual workers by reviewing and evaluating their work. Ratios may vary depending upon their supervisory assignments
- Establishes standards and creates new terminology by conducting research, communicating with other language experts, and coordinating definitions with Church departments
- Organizes successful interpretation by approving, training, and coordinating interpreters and by personally interpreting for high level officials
- Supervises audiovisual production
- Serves as linguistic, cultural, and information advisor by consulting with Church writers and officers

### Qualifications:

- Worthy of holding a temple recommend
  - B. A or equivalent, 3-4 years experience is required
  - Excellent knowledge of English and mastery of native language (per formal testing)
  - Experience in making idiomatic and technical translations
  - Strong research and problem-solving skills
  - General knowledge of various subjects assigned for translation
  - Knows Church gospel terms, doctrines, and organization
  - Familiar with graphic and typesetting systems, methods, software, and terminology
  - Good computer and typing skills
  - Good people skills
- \* Applicants may be accepted even if they do not meet all the mentioned qualifications

### Job information:

- Job type: Full-time (or fixed-term, if not fully qualified)
- Location: A Church office in Ulaanbaatar, Mongolia
- Salary: Based on Church policies and procedures
- Deadline: Oct 21<sup>th</sup>, 2024
- Starting date: Negotiable

### Application

- Please submit your resume and copy of temple recommend from QR code right below or link below:

[Translator/Interpreter, Mongolia - Church Employment Careers \(oraclecloud.com\)](https://oraclecloud.com)

- Your personal information will be used for the Church's selection process.
- If you have any questions, please contact Gantsolmon Dugarsuren ([gantsolmon.dugarsuren@churchofjesuschrist.org](mailto:gantsolmon.dugarsuren@churchofjesuschrist.org)).



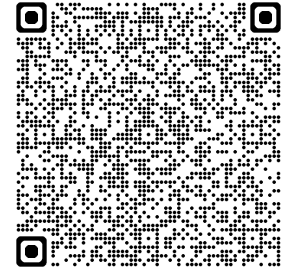
# How to Apply

## Before You Apply

### 1. Prepare your membership record number

- You will be required to enter your membership record number
- You can find it on the church website (Account Settings > Account > Profile)
- It also can be obtained from your ward clerk

### 2. Prepare copy of your temple recommend and your resume



## Steps for Application

### 1. Access the Church Employment Webpage

- Click [HERE](#) or scan the QR code \*1

### 2. Click “Apply” and enter valid information into required fields


- Please enter your name in English \*2
- Upload your resume
- Be sure to upload copy of your temple recommend to “MISCELLANEOUS DOCUMENTS” in the application

### 3. Complete your application

- Click “Submit” at the bottom of the page
- 

## Notes

**\*1. You may also go [HERE](#), and enter the Job Posting ID of “364742” in the FIND JOBS box and click “”**

FIND JOBS Job title, skill, keyword	NEAR LOCATION ▾ City, state, country	
--	---	---

**\*2. The name you put in the top and for the E-Signature must be spelled the same**

**\*3. We will contact the candidates once they have been shortlisted for the interviews**

- The resumes will usually be reviewed after the deadline has lapsed
- The Church will reserve the right to interview candidates prior to the deadline

## Inquiry

- For inquiries, please contact Gantsolmon Dugarsuren (Human Resources)
- Email: [Gantsolmon.Dugarsuren@churchofjesuschrist.org](mailto:Gantsolmon.Dugarsuren@churchofjesuschrist.org)
- Tel: +976 95107045