



THE GLOBAL SOCIAL WORK ORGANISATION

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Vacancy: Volunteer for translations, proof-reading, and editing

Position: Editing/translation

Starting date: as soon as possible, as agreed with successful applicant

Type and length of collaboration: volunteering - 6 months

Location: remote

Deadline for applications: 30 May 2025 (5 pm Geneva time)

Established in 1924, the International Social Service (ISS) is an international NGO with a non-for-profit objective and works to protect families and children. ISS is present in about 100 countries through its global network of offices and partners.

The International Reference Centre for the rights of children deprived of their family (ISS/IRC) is a program established by and within the ISS General Secretariat. ISS/IRC aims to promote a better respect of the rights of children deprived of their family or at risk of being so. Its activities are based on questions linked to child protection systems and alternative care measures for children deprived of parental care. A special emphasis is put on domestic and intercountry adoption. As such, ISS/IRC aims to apply, develop and promote the principles embedded in international texts such as the UN Convention on the Rights of the Child, the UN Guidelines on the Alternative Care of Children, and the Hague Conventions related to the protection of children's rights.

The principal activities of ISS/IRC are:

- Drafting of articles for a regular newsletter on children's rights in alternative care and adoption;
- Research and drafting of country situations related to child protection systems, including alternative care and adoption;
- Responding to technical questions from Government entities;
- Collaboration in projects that assist governments in their reforms and implementation of international standards;
- Training, conferences and thematic research;
- Advocacy activities related to children's rights in alternative care and adoption at international and regional levels.

Requirements for this position are the following:

- Native-level fluency in French and excellent proficiency in English and/or Spanish;
- Bachelor's degree or higher in translation, linguistics, communications, journalism, English/French philology/studies and modern languages, or a related field;
- Previous experience in translation and editing (desirable: children's rights, child protection, legal field, etc.);
- Knowledge of international human rights mechanisms and legal texts;
- Familiarity with technical legal writing;
- Ability to produce accurate, high-quality translations with attention to tone, style, and cultural context;
- Strong editing and proofreading skills; able to improve clarity, flow, and consistency while preserving original meaning;
- Excellent attention to detail and organizational skills.
- Ability to meet deadlines and manage multiple tasks independently.

- A proven ability to work efficiently and perform well within a team spirit is likewise essential, including remotely;
- In sum, the ideal candidate should be ready to kick the ground.

How to apply?

Please send us your CV and motivation letter at info@iss-ssi.org by **30 May 2025** by indicating “Application for Volunteer Translations, Proof-reading, and Editing” into the subject title.