2) Name of the Position: Junior Officer (Translation)

Vacancy: 1 (One)
Age Limit: 25 to 40 Years
Reporting To: Translation Manager
Work Location: BBS Office, Dhaka, with field visits as required
Salary and Benefits: According to BBS policies and the applicable pay scale

Educational Qualifications

- Master's degree in Bangla/ English/ Linguistics, or a related discipline from a recognized university.
- Bachelor of Theology (B.Th.) degree or equivalent theological training completed at CCTB or another recognized theological seminary.

Experience and Skills

- Preferably 2 years of relevant experience in Bible translation, language work, editing, proofreading, or related ministry.
- Good command of written and spoken Bangla and English, including the ability to prepare reports in both languages.
- Sound biblical knowledge and an understanding of basic translation principles.
- Ability to use Bible translation software, to compare texts and carry out assigned checks.
- Proficiency in computer applications and digital tools, including MS Word, Excel, PowerPoint, email, WhatsApp, and Google Drive.
- Proficiency in typing in both English and Bangla.
- Knowledge of an indigenous language and experience working with indigenous communities will be an added advantage.

Job Summary

The Assistant Translation Officer supports Bible translation projects through text checking, review coordination, community field checks, documentation, and reporting. The officer works under the supervision of the Translation Manager and follows the technical guidance of the CAP Officer/Translation Officer for assigned Bible-checking activities.

Key Responsibilities

1. Translation Support and Bible Checking

- Assist in checking translated Scripture portions for accuracy, clarity, naturalness, and consistency, following approved translation guidelines.
- Use Bible software to compare translations, identify inconsistencies, and carry out assigned checks.
- Work under the technical guidance of the CAP Officer/Translation Officer and refer unresolved translation questions to the appropriate supervisor.
- Incorporate agreed corrections and maintain updated translation files.

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2. Review Meetings and Follow-up

- Communicate with church leaders, reviewers, translators, and community representatives to arrange review meetings and encourage constructive participation.
- Provide translated portions to reviewers in advance and follow up to receive feedback within agreed deadlines.
- Prepare texts, reference materials, agendas, and other necessary resources before review meetings.
- Record review decisions and ensure agreed revisions are completed on time.

3. Community Engagement and Field Checks

- Assist in organizing field checks among indigenous language communities to assess understanding and naturalness of translated texts.
- Guide assigned assistants and field workers in carrying out approved field-check activities.
- Collect and document community feedback and communicate findings to the translation team.
- Maintain respectful relationships with community members and demonstrate sensitivity to their languages and cultures.

4. Reporting and Documentation

- Submit monthly activity and progress reports to the Translation Manager.
- Keep the Translation Manager regularly informed of project progress, challenges, and pending tasks.
- Maintain organized records of translation drafts, review comments, meeting decisions, and field-check findings.
- Follow approved procedures for file backup, version control, confidentiality, and protection of unpublished Scripture materials.

5. Teamwork and Skills Development

- Support colleagues in developing computer and Bible-software skills through shared learning.
- Participate in relevant translation training and professional development.
- Maintain good working relationships with BBS staff, church members, translators, and partner organizations.
- Carry out other duties assigned by the Translation Manager or BBS management.

Spiritual Commitment and Additional Conduct

- Be a Christian believer with a deep commitment to the Word of God and the ministry of BBS.
- Maintain faithful membership and participation in a local church.
- Uphold BBS's core values: **Integrity, Respect, Servant Leadership, and Commitment to Serve People**.
- Demonstrate punctuality, discipline, honesty, professional conduct, and timely completion of assigned duties.
- Maintain confidentiality regarding organizational, financial, operational, and learner information.
- Comply with BBS policies, rules, and regulations. Smoking, substance abuse, and conduct inconsistent with Christian values are strongly discouraged.
- Respect for different Christian denominations, languages, and cultural backgrounds.
- Willing to support official program outside regular working hours when required.

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Application Procedure

Interested candidates should submit:

- A cover letter and detailed CV.
- Copies of educational and relevant training certificates.
- A copy of NID and two recent passport-size photographs.
- A current church membership certificate.
- Names and contact details of two referees other than relatives.

Application to be sent to:
The General Secretary
The Bangladesh Bible Society
390, New Eskaton Road, Dhaka-1217.
Email to: info@biblesociety.org.bd
Email Subject: Application for [Position Title]
Application Deadline: 25 November, 2026

Only shortlisted candidates will be invited for a written test and an oral interview.

6/11/2026

Rev. Ashim Kumar Baroi
General Secretary
The Bangladesh Bible Society

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