



Title	Interpreter	Department	Operations/HQ Support
Location	Sepon District, Savannakhet Province	Reporting to	Head Interpreter; assigned international staff member
Type of Contract	Fix term contract	Supervisor for	None

Overview

The HALO Trust is an international landmine and UXO clearance charity. We work in Lao PDR conducting survey and clearance of Unexploded Ordnance (UXO), employing over 1,200 staff based in Sepon, Savannakhet Province, with a small administrative office in Vientiane.

The HALO Trust team in Sepon works a monthly cycle, with an average of 22-23 days worked at the start of the month, with the remainder of the month as 'standdown' (rest days). HALO works a short cycle during April with an extended break for public holidays. More information on us can be found here www.halotrust.org

Purpose of Role

The HALO Interpreter provides language support services to facilitate communication and understanding between Lao national staff and international staff involved in UXO clearance operations and HQ support departments. They are responsible for the translation and interpretation for their assigned staff member and will support with other translation/interpretation duties more broadly across the programme as required. Duties will involve both verbal and written work, and they will be required to work in Sepon, in an office and in the field environment, including remote camps. Travel across the province is required, and some occasional travel more broadly across Laos and the region may be necessary. Overall, the role is varied and there may be opportunity to take on additional responsibilities to meet the requirements of the programme overall.

Qualifications & skills required

- Fluency in written and spoken English.
- Degree in relevant field (i.e. English, international relations).
- Experience in translation, preferably in an NGO, humanitarian, or development context.
- Proficiency in Microsoft Office (Word, Excel, Access and PowerPoint).
- Have a hardworking and flexible approach, a fast learner and an ability to work under pressure.
- Excellent communication and interpersonal skills, demonstrating patience and understanding.
- Good organisational skills and attention to detail.
- Be willing to sometimes do different tasks and help others.
- Be good at working in a team.
- Having a driving license and experience is desirable but not mandatory.

Responsibilities

- Acting as translator/interpreter between Lao / English staff to facilitate effective communication between all parties.
- Interpreting for global HALO and/or external donor or sector stakeholder programme visitors.
- Written translation of formal and informal letters, documents, policies, invitations and other working documents as required.
- Attend and translate during sector meetings such as technical working groups, IMCs, MOU signing ceremonies and others as required.
- Assisting with translation for educational training and courses, in person and online.



- Maintain organised records of all translated materials in the central sharepoint files.
- Assisting with other administrative tasks as delegated by the Head Interpreter and/or the interpreter's assigned staff member.
- Assisting with other administrative tasks across all programme functions, as advised by senior operations management or programme management.
- Work in collaboration with other interpreters and across programme departments, assisting each other with tasks during busy working periods.

Preference

- This position is open exclusively to Lao nationals only.
- Previous experience with local or international NGOs or community-based work is plus.

Working Conditions

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Safeguarding

Ensure that you will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour.

General Statement

The HALO Trust is an Equal Opportunity Employer and does not discriminate against any applicant for employment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The HALO Trust is committed to a culture that is both diverse and inclusive and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

The HALO Trust is committed to ensuring that it provides a safe and trusted environment which safeguards and promotes the welfare and wellbeing of anyone who comes into contact with, or is part of, the Charity, with a zero-tolerance approach to behaviours which challenge this.

How to apply

Please send your update CV and Cover Letter expressing your interest and expected salary in the role to hr@halolaos.org.

The application deadline is March 15, 2026 at 11:00 AM. Due to a high volume of applicants, only shortlisted candidates will be contacted for an interview.