



MSF-FRANCE INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support its medical operations in Syria, MSF France is seeking a:

TRANSLATOR / TRANSCRIBER

Type of contract: **Service agreement**

Duration: **3 months**

Place of Work: **Atmeh, Burn Unit and surrounding areas**

Need: **2 full time**

Start Date: **May 1st, 2026**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

Together with their counterparts based in Médecins Sans Frontières (MSF) and MSF Epicentre (principal investigator), the Translator/Transcriber will participate in the qualitative component of a study on patients' and stakeholders' experiences with self-monitoring of blood glucose and diabetes care in the MSF-supported clinics in Idlib and Al-Bab areas. The Translator/Transcriber will perform notetaking and moderation, and verbatim transcription and translation and coding, following the study protocol and MSF standards to ensure that an accurate and complete dataset of qualitative data be available for qualitative analyses purposes.

ACCOUNTABILITIES

- Transcribe and translate field notes and of audio-recorded individual and group interviews in MS Word .docx format, ensuring data quality, accuracy and completeness as well as protection of study participants' confidentiality and privacy.
- Ensure secured storage of all collected data according to study-specific procedures.
- Support the local social scientist and principal investigator in accounting for cultural nuances to enhance communication and understanding.
- Maintain confidentiality, neutrality and respect towards collaborators, study participants and MSF staff while contributing to data collection and processing activities.
- Upholding MSF's core principles, values, quality standards and Code of Conduct. Respecting MSF's identification materials and not abusing their use aside from their intended purposes.

SPECIFIC ACCOUNTABILITIES

Reporting is to Project Coordinator, Principal Investigator and Medical Coordinator Support.

Main Responsibilities:

- Verbatim transcript preparation of participants' qualitative insights (from audio files to MS Word) and of field notes (from paper notebooks to MS Word).
- Preparation of translation of transcripts into English from Arabic.
- Back-translation of English transcripts into Arabic (for transcripts prepared by other research team members).
- Archive all written, recorded, translated/transcribed documentation as per study protocol and study-specific procedures.
- Demonstrate attention to detail in ensure the completeness and quality of prepared transcripts.
- Demonstrate responsibility for the maintenance and functioning of equipment and/or supplies required to carry out the tasks requested.
- Participate in regular daily meetings with local social scientist and principal investigator to report progress.
- Interviewing, moderation and note-taking during qualitative encounters (i.e., individual and group discussions), if requested by responsible for qualitative data generation.
- Contribution to coding if requested by responsible for qualitative data generation.

REQUIREMENTS

Education: Higher education (health degree would be an asset), Training in translating and transcribing.

Experience: Essential at least two years' previous working experience. Desirable in MSF or other NGOs

Language: Fluency in Arabic and English essential (written and oral)

Knowledge: Good computer skills (MS word, Excel, Power Point, Outlook)

Competencies: Results and Quality Orientation, Teamwork and Cooperation, Behavioral Flexibility, Commitment to MSF Principles, Service Orientation, Stress Management.

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

CLOSING DATE APRIL 8TH 2026 - 5:00 P.M

[HTTPS://FORMS.GLE/RTUSRDPKH7BKBHGya](https://forms.gle/RtUSRDPKH7BKBHGya)



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**



CANDIDATES WITH FIRST- OR SECOND-DEGREE FAMILY TIES WITH CURRENT EMPLOYEES MUST NOT APPLY.