

Job Vacancy Announcement
(Internally and Externally)

On-Demand Translators Pool – MSF Netherlands

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

Note :	This is NOT a fixed-term or permanent job. It is only on-demand. The applications will be processed on a rolling basis
Job Family	HR
Place of Work	On-Site or for field trips to Damascus, Damascus Countryside, Daraa, Palmyra, Deir Ezzor
Level	Level 5 (Hourly rate 4.6 USD before income tax and social security deductions)
Contract of Employment	Not Applicable - Only On-Demand Translator Pool – Translators will be called on the basis of work needs

Objectives of the position:

Performing professional translation activities and delegated duties depending on supervisor's specialization and instructions and according to MSF protocols, standards and procedures, in order to ensure a proper representation and translation of MSF activities and core values.

Accountabilities

- Performing professional written and oral interpretation and translation activities according to supervisor's specialisation (e.g. MD, RN, IC, Pharmacy, Mental Health, Lab, Logistics, Operations, HR), ensuring medical confidentiality, neutrality and respect towards patients, collaborators, authorities, military factions and MSF staff.
- Performing administrative tasks required by supervisor (arrangement of meetings, minute taking, and follow-up for patient care). Providing necessary feedback to supervisor following discussions and negotiations and. Assisting with report writing (MSF and Government required reports), ensuring that all meeting minutes are recorded and that translated documents are properly filed
- Depending on the supervisor's specialisation and the needs of the respective department, establishing and maintaining professional contacts with relevant authorities and communicating MSF's messages to MoH counterparts and authorities (specifically related to patient care);
- Ensuring that supervisor is aware of cultural nuances when dealing with MoH authorities and counterparts to ensure a good working relationship. Educating supervisor on effective methods of culturally sensitive communication and informing international staff about local customs, tradition, etc. that will help in better communication and understanding of the context.
- Immediately informing supervisor of any problems that might be linked to individual behaviour (counterproductive and/or culturally insensitivity) and declaring any "conflict of interest" when asked to translate (e.g. personal involvement).
- 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.

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

- Observing security rules and regulations, NOT putting self and others in danger. Promoting and maintaining MSF quality standards

Requirements

Education	University degree in English Language and Literature or English-Arabic Translation
Experience	Previous experience desirable
Language	English language is essential. Arabic language is essential
Knowledge	Computer literacy

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/5W9tnbsLRB>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 25/11/2025

Deadline of Application: **2/12/2025 COB 5:00 PM**

Published on 25/11/2025

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