

Job Vacancy Announcement (Internally and Externally)

QUALIFIED TRANSLATOR

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.

Job Family	Medical
Place of Work	Damascus, Syria
Level	5
Contract of Employment	Service Agreement for 3 months, Renewable
<p><u>Main Purpose:</u> 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.</p>	
<p><u>Accountabilities:</u></p> <ul style="list-style-type: none"> • Performing professional written and oral interpretation and translation activities according to supervisor's specialization (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 specialization 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 behavior (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	<ul style="list-style-type: none"> • Essential to have a professional training in translating • Health degree would be an asset
Experience	<ul style="list-style-type: none"> • Essential to have at least 2 years' experience as a translator • Experience in written and oral translations and performing administrative tasks • Desirable to have previous experience with MSF or in other INGOs
Language	<ul style="list-style-type: none"> • Essential to be fluent in Arabic and English languages both in oral and written communications
Others	<ul style="list-style-type: none"> • Computer proficiency in MS Word and Excel

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/iz67XD5fgC>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **26 June 2025 (Thursday)**

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