

**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.

<b>Job Family</b>	HR & FIN
<b>Place of Work</b>	Al-Bukamal
<b>Level</b>	5
<b>Type of Contract</b>	Service Agreement for 6 months.

**Women are strongly encouraged to apply.**

**Objectives of the position:**

Performing professional translation activities and delegated duties depending on supervisor's specializa-tion 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 specialisa-tion (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 main-taining 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 en-sure 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 un-derstanding 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 in-volvement).
- 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.
- Observing security rules and regulations, NOT putting self and others in danger. Promoting and maintaining MSF quality standards

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

### MSF Section/Context Specific Accountabilities

- Facilitate communication between national and international medical staff ensuring cultural nuances and sensitivities are respected.
- Interpret with accuracy, impartiality, and with cultural sensitivity during interactions between MSF staff and counterparts in the different activities, including healthcare activities, meetings, trainings, etc.
- Maintain strict patient confidentiality, with particular sensitivity for vulnerable patients including survivors of violence, adolescent girls, and sensitive health cases.
- Ensure patients fully understand diagnosis, procedures, treatments plans and follow up instructions, adapting explanations to their cultural and educational backgrounds.
- Ensure accurate translation of health messages, with objectivity and cultural awareness, avoiding stigma or culturally insensitive expressions.
- Translate health related materials such as consent forms, referral documents, patient record and educational materials accurately.
- Support the translation of training materials and internal communication for medical and psychosocial staff.
- When required, support with accurate and objective translation during security events or incidents.
- Maintain standardized medical and healthcare related terminology, consistent with MSF guidelines.
- Seek clarification from medical supervisors when terminologies or procedures are unclear.
- Participate in SRH team meetings to discuss challenges and propose improvements related to communication and patient understanding.
- Follow infection prevention and control and security protocols while on duty.
- Report any incident, miscommunication or patient-related concern to the line manager promptly.
- Participate in trainings on healthcare subjects, including: SRH, SGBV, MHPSS, and others organized by MSF.
- Support orientation of new interpreters or medical staff on culturally appropriate communication in healthcare contexts.

### Requirements

<b>Education</b>	<ul style="list-style-type: none"><li>• Essential: Bachelor Degree in Health Field would be an asset</li><li>• Desirable: Professional training in translating</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Essential:<ol style="list-style-type: none"><li>1. Minimum 2 years of experience as Medical Translator.</li><li>2. Two years of experience in written and oral translations and performing administrative tasks</li></ol></li><li>• Desirable: Two years of experience with MSF or other NGO's as medical translator</li></ul>
<b>Language</b>	<ul style="list-style-type: none"><li>• Essential: English language and Arabic.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Essential: Computer literacy (word, excel and internet)</li></ul>

### 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/cvAx7cppZA>

**Only shortlisted candidates will be contacted through their email address.**

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Opening Date: 09/02/2026

Deadline of Application: **18/02/2026 4:30 pm**

Published on 09/02/2026

- Applicants must attach/upload their CVs along with their most recent and relevant diplomas
- If any of the required documents are missing, the application will not be considered
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

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