

Internal and external job vacancy

MEDICAL INTERPRETER

MSF provides medical assistance to populations facing life-threatening crises: primarily in the event of armed conflicts, epidemics, pandemics, natural disasters and exclusion from healthcare. The care provided is of high quality and free of charge.

MSF Syria aims to achieve gender parity in its efforts towards equity, diversity and inclusion (EDI).

Applications from women are strongly encouraged.

It is strictly forbidden to demand or offer anything (sexual favours, goods or money) in return for a job opportunity.

If you are approached by a member of staff asking for money or favours, please contact the Human Resources department by email to: msfch-syria-hrco@geneva.msf.org

1. Type of vacancy

☒ Part-time position

Number of vacancies: 1

Application deadline: **Sep 13th, 2026 at 5.00 pm**

2. Job details

- Project: **SY141**
- Location: West Sweida
- Contract type: **3-month Service Agreement**
- **Candidates should be residents of West Sweida and not to be under contract with DoH**
- Monthly hours: **104 hours**
- Level: **3**
- Department: **Medical**
- Line manager: **Activity Manager**

3. Main responsibilities of the post

- Provide in-person or remote interpretation during consultations, interviews, meetings and other medical activities.
- Support communication between MSF teams and patients, caretakers and communities, including health promotion, mental health, referrals and emergencies when needed.
- Translate short written documents linked to patient care and project activities when requested.
- Help teams identify relevant language or cultural barriers while maintaining neutrality and not replacing the role of healthcare staff.
- Ensure confidentiality, medical secrecy and respectful communication at all times.

Please note that the responsibilities listed above are not exhaustive. The Job Description, which includes all responsibilities associated with this role, will be made available to and signed by the successful candidate(s) for the role.

4. Selection criteria

Education :

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Essential secondary education, university degree desirable, health knowledge advisable

Language:

English C1 (Advance)

Experience:

1 year experience as interpreter

Required qualities:

Stress management, flexibility, results-oriented and quality-conscious, teamwork and cooperation, strong commitment to MSF's principles and values.

Residence

Residents of West Sweid

5. Documents to be provided

1. Cover letter addressed to "The Head of Human Resources"
2. Curriculum Vitae: **maximum 2 pages**.
3. Copies of the degree for the post or your highest degree.
4. Copy of training certificates **relevant to the position**.
5. Copies of employment certificates **relevant to the position**.

Any application that is incomplete and/or does not meet the criteria will be rejected. In the event that no candidate meets the criteria required for the post, MSF reserves the right not to shortlist anyone.

If the applicant cannot read or write, please consult the project's HR Administrator.

6. Submission of applications

- Electronic application: Application is done through google forms via link or QR below, please ensure all the information required are filled out and attachments are uploaded accordingly. Incomplete applications might be discarded or deprioritized.

<https://forms.gle/Lpdojop3PFNs3v7x5>



MSF OCG does not reimburse any travel expenses incurred by candidates during the recruitment process.

If you have any questions regarding this role or the recruitment process, please contact

msfch-syria-hrco@geneva.msf.org

We would like to thank all applicants for their interest in this role and in joining or developing their career within the MSF team.

C. JECKO Human Resources Coordinator

Head of Human Resources

Damascus – MSF SWITZERLAND