

## AT01700

### INTERPRETER

Level 3

#### REPORTS TO (HIERARCHICAL)

Administration Manager or HRCo

#### REPORTS TO (FUNCTIONAL)

Administration Manager or HRCo. Close collaboration with the person for whom translation (oral or written) is done.

#### JOB FAMILY

HR & FIN

#### MAIN PURPOSE

Perform oral and written translation, from the mission language to local language(s) or vice versa, in order to ensure simultaneous, accurate, friendly, respectful, objective and fluent communication between **MSF** staff and local population.

#### ACCOUNTABILITIES

- Translate documents from / to mission language into a local one upon request.
- Translate discussions / meetings as requested
- Always keep respect towards patients, collaborators, authorities, military factions and **MSF** staff participating in discussions.
- Ensure confidentiality of all translation is maintained as directed by the Mission/Project coordination team.
- Ensure neutrality and accuracy when translating.
- Declare any “conflict of interest” when asked to translate (e.g. personal involvement) which would necessitate using other staff members for translation.
- Inform international staff about local customs, tradition, etc., that will help understand better the context and better communicate.

#### EDUCATION

- Essential secondary education.
- Desirable official translator degree (Mission working language)

#### EXPERIENCE

Previous working experience required. Desirable with MSF or other NGOs

#### LANGUAGES

Mission and local languages essential.

#### KNOWLEDGE

Desirable computer literacy (word)

#### COMPETENCIES

- Results
- Teamwork
- Flexibility
- Commitment

- Service
- Cultural

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