|  |  |  |
| --- | --- | --- |
| **Title:** | MEDICAL INTERPRETER | |
| **Generic Function:** |  | |
| **Code:** | MT04800 | |
| **Level:** | 3 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Activity supervisor |
| **Reports to (Functional):** | Activity Manager |
| **Job Family:** | Medical |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Verbal interpretation, in person or remotely, during daily medical activities (medical round, consultations, interviews, meetings, etc.) and written translations, from the mission language to local language(s) or vice versa, in order to ensure accurate, respectful, fluent and confidential communication between medical staff and local population. |

|  |
| --- |
| **Accountabilities** |
|  |
| * Inform medical staff about important cultural nuances to consider during a meeting, medical consultation or interview with local people. * Participate in staff trainings and meetings as an interpreter. * Provide face to face interpreting, as well as during telephone and radio calls or other telecom devices, when necessary. * Adapt communication to any circumstances, using appropriate language registry as well as diplomatic and courtesy manners. * Translate **MSF** internal / external documents into local language(s). * Keep record of all translated documents. * Look after all equipment provided, i.e. dictionaries or other books that belong to **MSF** * Ensure confidentiality and medical secrecy. |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Essential secondary education, university degree desirable, health knowledge advisable. |
| **Experience** | Not essential. |
|  |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**