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## AT01700

### INTERPRETER

Level 3

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#### 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

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#### 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.

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#### 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.
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#### Education

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

Previous working experience required. Desirable with MSF or other NGOs

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**Languages**

Mission and local languages essential.

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**Knowledge**

Desirable computer literacy (word)

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**Competencies**

- Results
  - Teamwork
  - Flexibility
  - Commitment
  - Service
  - Cultural
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