AT01300
QUALIFIED TRANSLATOR

Level 5

Reports to (Hierarchical)
Medical Manager, Logistics manager or HR Manager

Reports to (Functional)
Medical Manager, Logistics manager or HR Manager

Job Family
HR & FIN

Main Purpose
Performing professional translation activities and delegated duties depending on supervisor's specialization 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 specialisation (e.g. MD, RN, IC, Pharmacy, Mental Health, Lab, Logistics, Operations, HR), ensuring medical confidentiality, neutralitiy 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 maintaining 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 ensure 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 understanding 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 involvement).
- 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

Education

- Higher education (health degree would be an asset)
- Professional training in translating

Experience

- Essential at least two years previous working experience. Desirable in MSF or other NGOs
- Experience in written and oral translations and performing administrative tasks

Languages

- Mission and local language essential

Knowledge

- Good computer skills (MS word, Excel, Power Point, Outlook)

Competencies

- Results and Quality Orientation *L1*
- Teamwork and Cooperation *L1*
- Behavioural Flexibility *L1*
- Commitment.to MSF Principles *L1*
- Service Orientation *L1*
- Stress Management *L2*

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