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| **Title:** | INTERPRETER | |
| **Generic Function:** |  | |
| **Code:** | AT01700 | |
| **Level:** | 3 | **(E)** |

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| **Position in the Organization** | |
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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 |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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** |
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| * 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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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **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 |

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.

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| **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.**