# Norwegian People's Aid

Syria

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| **Position:** | Field Assistant (FA) |
| **Department/Project/Country:** | Mine Action and Disarmament – Operations/232/Syria |
| **Last revised:** | 11/2026 |
| **Project number:** | 232 |
| **Line manager:** | Technical Field Manager (TFM) |
| **Responsible for line managing:** | N/A |
| **Additional reporting line:** | N/A |

**Responsibilities:**

**General Responsibilities**

- Provide day-to-day translation and interpretation for the TFM and during field visits, training and meetings with external parties, local authorities and communities.
- Ensure operational and technical documents are up to date and available in both English and Arabic.
- Ensure all translation and interpretation is accurate, complete and impartial, and that all information is handled with confidentiality and discretion and not shared outside NPA without line manager approval.

**Specific Duties:**

The Field Assistant is responsible for the following:

- Translate all task orders, implementation plans, completion and risk assessment reports; and ensure filing of both in the appropriate SharePoint location.
- Translate and keep up to date the Arabic versions of operational procedures, forms and briefing materials.
- Ensure all other relevant operational documentation is uploaded onto SharePoint and files are shared with the operations management team, maintaining version control so that English and Arabic versions match and are current.
- Ensure mine action technical terms are translated consistently and maintain an English/Arabic glossary of terms for use across the programme.
- Support the TFM in translating case study stories and translating all official media materials in relation to operations.
- Assist TFM in facilitation of liaison stakeholders in the geographical areas of operation.
- Take notes and produce minutes of meetings in English, and in Arabic when required.
- Support the TFM in basic administrative tasks, including but not limited to; maintaining stakeholder contact lists, supporting with procurement requisition request submission.
- Pass information accurately between NPA and local authorities and community leaders, including notifications of planned activities, and report any concerns raised to the TFM.
- Accompany the TFM on task site and quality management visits, interpreting as required.
- Follow all NPA safety rules when on task sites, remain in designated safe areas, wear PPE when required and follow the instructions of the TFM or other senior supervisory staff on site.
- Report any safeguarding or PSEAH concerns through the proper channels.
- Any other tasks within the scope of the role as requested by the TFM.

**Authority/Decisions:**

N/A

**Function Prerequisite:**

- Previously worked as a translator or interpreter, preferably in Mine Action or the humanitarian sector.

**Required qualifications:**

**Must have:**

- High School Diploma at minimum
- Driving license B (Automatic and Manual Transmission)

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| **Desirable:**<br>• Knowledge of mine action or humanitarian terminology<br>• Degree in English language<br>• Knowledge of Microsoft Office<br>• Driving license D<br>• Medical or Intermediate Care Provider qualified |
| **Experience:** |
| **Must have:**<br>• Proven work experience as a translator/interpreter.<br>• Fluent spoken and written English and Arabic.<br>**Desirable:**<br>• Experience working in the humanitarian sector.<br>• Experience interpreting in community or field settings. |
| **Personal Competencies:** |
| • Good interpersonal skills<br>• Good communication and understanding skills<br>• Able to work effectively under stressful situations and adapt to difficult conditions<br>• Willingness and ability to travel within the country<br>• High level of accuracy and attention to detail<br>• Discretion and integrity when handling confidential information |
| **Additional Considerations:** |
| The Field Assistant is to abide by the policies and personal code of conduct set by the NPA and represent the organisation loyally and responsibly.<br>The Job Description will be regularly reviewed by the line manager. |

**Approved, read and understood:**

**Date/Place:** _____ **Date/Place:** _____

**Line Manager:** _____ **Employee:** _____

We will review CVs and interview candidates in advance of the closing date. For this reason, interested candidates are asked to submit their applications as soon as possible.

**How to apply**

**Dear Applicant,** to apply for this Vacancy, please click on the below link and fill the NPA Syria-Application form. (Use VPN)

Field Assistant