

## MSF-FRANCE EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. [www.msf.org](http://www.msf.org)

**To support its Coordination HR department and medical operations in Syria, MSF France is seeking a:**

### QUALIFIED TRANSLATOR

Type of contract: **Service Agreement**  
Duration: **3 months, renewable**  
Place of Work: **Damascus**  
Need: **Up to 45 hours / week**  
Start Date: **ASAP**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

#### 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.

#### MAIN ACCOUNTABILITIES

- Performing professional written and oral interpretation and translation activities according to supervisor's specialization (e.g. MD, RN, IC, Pharmacy, Mental Health, Lab, Logistics, Operations, HR), ensuring medical confidentiality, neutrality 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 specialization 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

## MAIN ACCOUNTABILITIES

- Provide oral translation from English to Arabic and vice versa to the relevant department.
- Provide written translation from English to Arabic and vice versa to the relevant department whenever needed.
- Attend meetings, training with the International Mobile Staff to facilitate with the translation from English to Arabic and vice versa.
- Support the team with the data recording in ledger book and computer.
- Be available anytime for support to the team on administrative task (paperwork, recording, filing... etc.)
- Any additional task given by line manager.

## REQUIREMENTS

<b>Education</b>	Higher education (health degree would be an asset) Professional training in translating.
<b>Experience</b>	Essential at least two years previous working experience. Desirable in MSF or other NGOs. Experience in written and oral translations and performing administrative tasks
<b>Languages</b>	English and local language essential.
<b>Knowledge</b>	Good computer skills (MS word, Excel, Power Point, Outlook)

### Competencies

- Results and Quality Orientation
- Teamwork and Cooperation, Behavioral Flexibility.
- Commitment to MSF Principles, Service Orientation.
- Stress Management

## HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/zeUcsQ5URamNCd2q9>

**CLOSING DATE 04 MAY 2025, AT 05:00 PM**



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.  
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**