

## Job Announcement (Internally & Externally)

### - QUALIFIED TRANSLATOR- Based in Damascus

**MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.**

**Médecins Sans Frontières (MSF)** is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

**MSF SPAIN** is advertising for the following position: **Qualified Translator** – Full Time

| Requirements for the position          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Education:</b>                      | <ul style="list-style-type: none"> <li>• University degree in translation or any related field (health knowledge essential).</li> <li>• Professional training in translation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience:</b>                     | <ul style="list-style-type: none"> <li>• Essential at least two years of previous translation experience, preferably in medical, healthcare, or humanitarian settings.</li> <li>• Desirable: Work with MSF, international NGOs, UN agencies, or Syrian health organizations.</li> <li>• Desirable: Familiarity with medical terminology.</li> <li>• Essential: Experience in written and oral translations and performing administrative tasks.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Languages:</b>                      | <ul style="list-style-type: none"> <li>• Arabic and English languages <b>essential</b> (high level command oral and written).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Others:</b>                         | <ul style="list-style-type: none"> <li>• Essential Computer literacy (MS word, Excel, Power Point, Outlook).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Main responsibilities                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Place of work:</b>                  | <ul style="list-style-type: none"> <li>• Damascus.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Level:</b>                          | <ul style="list-style-type: none"> <li>• 5</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contract of Employment</b>          | <ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Main objectives</b>                 | To provide high-quality, culturally appropriate, and confidential medical interpretation and written translation in support of MSF's clinical and operational activities in Syria. This role ensures accurate communication between international/national medical staff and local patients, families, health workers, and authorities, thereby contributing to effective medical care delivery, patient safety, and collaboration with local partners in line with MSF's principles and protocols.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Main responsibilities and tasks</b> | <ul style="list-style-type: none"> <li>• Accompany international medical staff during field visits to health facilities, camps, and mobile clinics to provide interpretation during medical consultations and technical discussions with local counterparts.</li> <li>• Facilitate communication with local health authorities regarding referrals, MoUs, patient care coordination, and reporting, particularly in sensitive or high-security contexts.</li> <li>• Support the Mental Health and Health Promotion teams in translating IEC materials, counselling scripts, and community awareness content, ensuring cultural and linguistic accuracy.</li> <li>• Assist in patient surveys, focus groups, or community feedback mechanisms by translating questionnaires and supporting interviews when health-related data is collected.</li> <li>• Flag cultural misunderstandings, communication barriers, or potential conflicts of interest to supervisors, especially in contexts involving gender norms, confidentiality concerns, or sensitive clinical cases.</li> <li>• Contribute to the development and review of localized medical materials used in the Syrian context, ensuring consistency in terminology and relevance to the setting.</li> <li>• Support translation tasks related to medical emergency preparedness, outbreak response, or vaccination campaigns, ensuring accurate dissemination of health information to communities.</li> <li>• Provide language support to other departments (HR, Logistics, Operations) only when tasks are directly related to the operational needs.</li> <li>• Observe all MSF protocols regarding safety, ethics, and confidentiality, particularly in areas of heightened security or population displacement.</li> </ul> |

**HOW TO APPLY:**

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://forms.gle/8DmRx8WrU25cpsqJA>



**Only shortlisted candidates will be contacted through their email address.**

**Closing date: Tuesday 18<sup>th</sup> August 2026.**

**Important notes:**

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- Incomplete applications (no CV, ID, Education certificate) and sharing false information will lead to automatic disqualification.
- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- This position is open to national candidates only.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.