
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

- Provide NRC the translation a wide variety of documents including, but not limited to: project documents, reports , official correspondence , monitoring and evaluation tools, internal communications , ... and other relevant documents into English and Arabic conforming to the standards required by each project (Education; Capacity Building and WASH and Food Security and Livelihood)
- Revise translation of all documents based on inputs of the requester of the translation
- Observe established terminology and in-house usage, identify new terminology and actively contribute to terminology
- Ensure accuracy and clarity of all translation produced
- Periodically provide accurate interpretation to and from English in official and internal meetings, workshops, seminars, training sessions, and as requested.
- Meet deadlines by producing excellent translations of required documents.
- At all times respect the anonymity of clients and confidentiality of all NRC documents.
- Submit on a weekly basis activity report to immediate supervisor. Any other reasonable task as instructed by immediate supervisor.

Our Ideal Candidate

- Minimum 3 years working as a translator, preferably with an INGO, NGO.
- Related education background is preferred.
- Excellent command of spoken and written English as well as Arabic language.
- English and Arabic typing skills required.
- Good writing skills, high standard of accuracy.
- Excellent verbal and written communication skills.
- Computer skills especially MS office. Training or prior achievements in translation will be an advantage

Additional Information

Contract period: Up to one year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Damascus

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4268085825?link_source_id=0