

Job Announcement (Internally & Externally)

QUALIFIED TRANSLATOR

Emergency Response for Daraa IDP project at MSF SPAIN 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 in Damascus.

Requirements for the position	
Education:	<ul style="list-style-type: none"> • Higher education (health degree would be an asset). • Professional training in translation.
Experience:	<ul style="list-style-type: none"> • Essential at least two years previous working experience in the same field. • Experience with MSF or other INGOs in developing countries is an asset. • Experience in written and oral translations and performing administrative tasks.
Languages:	<ul style="list-style-type: none"> • Essential: Fluency in Arabic and English, (high level command oral and written).
Others:	<ul style="list-style-type: none"> • Essential Computer literacy (MS word, Excel, Power Point, Outlook).
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Damascus, with the work sites in Daraa Governorate (several villages).
Level:	<ul style="list-style-type: none"> • 5
Contract of Employment	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable based on the operation's needs.
Main objectives	<p>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.</p> <p>The activity involves operating a mobile clinic with regular morning and evening movements four days per week, and one dedicated day for reporting.</p>
Main responsibilities and tasks	<ul style="list-style-type: none"> • Accompany international medical staff during field visits to health facilities, IDP camps, and mobile clinics to provide interpretation during medical consultations and technical discussions with local counterparts. • Facilitate communication with local health authorities (e.g. Directorate of Health) regarding referrals, MoUs, patient care coordination, and reporting, particularly in sensitive or high-security contexts. • Support the Mental Health and Health Promotion teams in translating IEC materials, counseling scripts, and community awareness content, ensuring cultural and linguistic accuracy. • Assist in patient surveys, focus groups, or community feedback mechanisms by translating questionnaires and supporting interviews when health-related data is collected. • Flag cultural misunderstandings, communication barriers, or potential conflicts of interest to supervisors, especially in contexts involving gender norms, confidentiality concerns, or sensitive clinical cases. • Contribute to the development and review of localized medical materials used in the Syrian context, ensuring consistency in terminology and relevance to the setting.

- Support translation tasks related to medical emergency preparedness, outbreak response, or vaccination campaigns, ensuring accurate dissemination of health information to communities.
- Provide language support to other departments (HR, Logistics, Operations) only when tasks are directly related to medical activities or coordination with medical actors.
- Observe all MSF protocols regarding safety, ethics, and confidentiality, particularly in areas of heightened security or population displacement.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your ID, CV, and Education certificate through the below link:

<https://forms.gle/Whuabq6UzxYN4mLu9>

Only shortlisted candidates will be contacted through their email address.

Closing date: Tuesday 27th January 2026

Important notes:

- Incomplete applications (no CV, ID, Education Certificate, attached) 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.
- 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.