

Médecins Sans Frontières (MSF)
JOB VACANCY - MEDICAL INTERPRETER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Medical Interpreter
- **Location:** Homs/Hama, Syria

Scope of responsibilities:

Verbal interpretation, in person or remotely, during daily medical activities (medical round, consultations, interviews, meetings, etc.) and written translations, from the mission language to local language(s) or vice versa, in order to ensure accurate, respectful, fluent and confidential communication between medical staff and local population.

Main tasks:

- Inform medical staff about important cultural nuances to consider during a meeting, medical consultation or interview with local people.
- Participate in staff trainings and meetings as an interpreter.
- Provide face to face interpreting, as well as during telephone and radio calls or other telecom devices, when necessary.
- Adapt communication to any circumstances, using appropriate language registry as well as diplomatic and courtesy manners.
- Translate MSF internal / external documents into local language(s).
- Keep record of all translated documents.
- Look after all equipment provided, i.e. dictionaries or other books that belong to MSF
- Ensure confidentiality and medical secrecy.

Recruitment criteria

Education: • Higher education, University degree is highly desirable, health knowledge is a plus.

Experience: • Prior experience in a similar position is desirable, ideally in MSF or other NGOs.

Languages: • Proficiency in English and Arabic (both written and spoken) is essential.

Competencies:

- Good computer skills (MS word, Excel, Power Point, Outlook)
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone.

The deadline is no later than 06/10/2025

<https://forms.gle/Db6n5qUe19wuT7Kr7>



Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate*. *Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.