# AT01300
# QUALIFIED TRANSLATOR

**Level 5**

## Reports to (Hierarchical)
Medical Manager, Logistics manager or HR Manager

## Reports to (Functional)
Medical Manager, Logistics manager or HR Manager

## Job Family
HR & FIN

## 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.

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

## Education

- Higher education ( health degree would be an asset)
- Professional training in translating

## Experience

- Essential at least two years previous working experience. Desirable in MSF or other NGOs
- Experience in written and oral translations and performing administrative tasks

## Language Level Description
## B1  Independent User
## Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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