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## AT01700 INTERPRETER

Level 3

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### Reports to (Hierarchical)

Administration Manager or HRCo

### Reports to (Functional)

Administration Manager or HRCo. Close collaboration with the person for whom translation (oral or written) is done.

### Job Family

HR & FIN

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### Main Purpose

Perform oral and written translation, from the mission language to local language(s) or vice versa, in order to ensure simultaneous, accurate, friendly, respectful, objective and fluent communication between **MSF** staff and local population.

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### Accountabilities

- Translate documents from / to mission language into a local one upon request.
  - Translate discussions / meetings as requested
  - Always keep respect towards patients, collaborators, authorities, military factions and **MSF** staff participating in discussions.
  - Ensure confidentiality of all translation is maintained as directed by the Mission/Project coordination team.
  - Ensure neutrality and accuracy when translating.
  - Declare any “conflict of interest” when asked to translate (e.g. personal involvement) which would necessitate using other staff members for translation.
  - Inform international staff about local customs, tradition, etc., that will help understand better the context and better communicate.
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### Education

- Essential secondary education.
  - Desirable official translator degree (Mission working language)
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## **Experience**

Previous working experience required. Desirable with MSF or other NGOs

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## **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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