# AT01700
# INTERPRETER

**Level 3**

## 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

## 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.

## 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.

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

## Experience

Previous working experience required. Desirable with MSF or other NGOs

## 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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