

<b>Interpreter/Translator</b>
<b>Employment Regime:</b> Local Contracted
<b>Group: 2</b>
<b>Reporting Line:</b> IBM Expert/Team Leader

#### **Main Tasks and Responsibilities:**

- To provide Mission members with a grammatically correct, well-expressed, high standard final version of translated texts from English to Modern Standard Arabic and vice versa, ensuring that the meaning of the source text is retained;
- To provide professional simultaneous or consecutive interpretation as required during workshops, conferences, and other major events;
- To use specialized dictionaries, thesauruses, and references in both English and Modern Standard Arabic to find the closest equivalents for terminology and words used;
- To conduct research of legal, technical and police-related terminology to find the most accurate and faithful translation within the given context;
- To use appropriate software for the presentation and delivery of translated documents;
- To proofread and edit final translated versions or any other document to ensure the optimal quality of the language used;
- To assist with the interpretation and translation as required during field visits, study trips abroad and meetings to follow up on projects;
- To prioritize work to meet deadlines;
- To provide local cultural advice to international Mission members;
- To respect others and value diversity;
- To continuously develop skills relevant to the above specified duties;
- To continuously develop service delivery;
- To perform other duties as required by the Team Leader or/and Head of Operation.

#### **Qualifications and Experience:**

- Successful completion of a full course of university studies attested by a Bachelor's degree in English, translation or other relevant fields. An equivalent relevant professional experience of 5 years after successful completion of secondary education in lieu of the required university degree may be considered;
- Minimum of 5 years of relevant professional experience, preferable in rule of law/policing context;
- Proficiency in both written and spoken English (C1 level of knowledge of English according to the Common European Framework of Reference for Languages (CEFR) classification system) and Modern Standard Arabic;

- Ability to work within a multicultural environment;
- Excellent writing and communications skills together with experience in cross-cultural communication;
- Excellent command of Arabic and English legal terminology would be an asset;
- Computer literacy, including word processing software and internet;
- Ability to provide professional simultaneous, consecutive and whispered interpretation;
- A working knowledge and understanding of Hebrew would be an asset;
- Experience in the field of rule of law, policing and customs procedures is desirable.
- Ability to work under minimum supervision;
- Ability to stick to strict deadlines;
- Solid work ethics, punctuality, commitment to quality, careful attention to detail, ability to perform under stress, willingness to work flexible hours, good multi-tasking and organisational skills.
- Valid driving license in area of operations.