



Vacancy Announcement

Vacant Position: Translator

Type of contract: Fixed term contract

Activity rate: 60%

Duration of assignment: 6 months, extendable

Place of work: Tehran, with possible field visits

A. CONTEXT

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. The ICRC is funded mainly by voluntary donations from governments and from National Red Cross and Red Crescent Societies.

In Iran, the ICRC promotes International Humanitarian Law (IHL) and works with the authorities in Iran to address the consequences of the 1980-1988 Iran-Iraq war, particularly the issue of missing persons and the contamination by explosive remnants of war such as mines. The ICRC also contributes to the humanitarian response of refugees and migrants. We work closely with the Iranian Red Crescent Society (IRCS) and other partners.

B. Purpose

The Language Specialist helps the ICRC communicate clearly and consistently by providing translation services from English to Farsi and reverse. The translation services comprise of written translation, editing and proofreading, and consecutive interpreting.

C. JOB DESCRIPTION AND KEY RESPONSIBILITIES

- Translates from English into Farsi and vice versa and edits in Farsi a wide range of ICRC texts, within agreed deadlines, ensuring high quality and appropriate terminology.
- Works on a wide range of documents and publications, contributes to developing the terminology used by the ICRC in its public communication.
- Performs accurate oral interpretation during meetings, sessions, and public events.
- Gets involved in ad hoc or ongoing projects (e.g. terminology).
- Uses and suggests updates to terminology tools.
- Proactively collaborates with external translators when volumes require extra resources.
- Advises on sensitivities regarding the use of national languages in the delegations.
- Contributes to the data analytics and data management related to the translation requests, including Service Task Management tool (STM), with the aim of ensuring transparency, efficiency, and high-quality customer services.
- Actively contributes to the planning, implementation, and monitoring of the projects of the Communication Department.

D. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree in English language, translation, or professional language skills from a recognized academic institution or equivalent.
- Excellent level of English fluency.
- Native proficiency and excellent writing skills in Farsi.

- ICT skills (such as ICDL)
- 3–5 years' experience in translation or editing (preferably in an international organization)
- Knowledge of humanitarian field and/or international law is an asset.

E. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a cover letter and a resume in English to the following email address: teh_recruitment_services@icrc.org (On the subject line of your email, please enter: Language Specialist.
- Only shortlisted applicants will be contacted for further process.
- The ICRC values diversity and is committed to creating an inclusive working environment.
- ALL submissions MUST be received by the closing date of **14 September 2022**.
- Desired start date: **As soon as possible**.