

Basic details of job

Job title: **Interpreter/translator**
Establishment post no.: **72169093**
Unit/mission: Mission Riyadh
Job level: **07**
Number of hours: 37,5

General features of job

- ☐ The interpreter/translator is accountable to the Head of Mission, by him delegated to the Operational Manager (OM) for performing translation and interpreting duties.
- ☐ Work agreements with the Head of Mission or Deputy Head of Mission or Operational Manager (OM).
- ☐ The interpreter/translator takes decisions about the interpretation and performance of translation and interpreting duties.

Possible duties

- ☐ Performing translation duties by:

Example 1 Translating general and other incoming and outgoing mail.
Example 2 Translating documentation and reports.
Example 3 Translating official correspondence (including speeches).
Example 4 Translating international and other newspaper articles on topics of importance to the embassy.

- ☐ Performing interpreting duties by:

Example 1 Interpreting during visits, meetings and conferences.
Example 2 Interpreting at receptions, working lunches and dinners.
Example 3 Interpreting during telephone calls involving embassy staff.
Example 4 Interpreting for embassy staff during contacts with the police, doctors, etc.

Actual duties (to be completed by mission)

DUTIES AND RESULT AREAS

Description of duties:

- Responsible for translation of all documents from Arabic into English as well as from English to Arabic, both orally and in writing.
- Preparing and follow up of the documents, notes verbal, to Ministry of Foreign Affairs (MoFA) and other departments and/or companies regarding all necessary official documents for the staff (visa, iqama, driving licence, exit/re-entry visa, sponsorship, import/export of cars and personal effects, airport passes, flight clearance requests etc.).
- Assist in organizing and participate in official and social events (exhibitions, lectures, conferences, festivals, etc.) of the Embassy, as well as arranging courtesy or official calls to Arabic-speaking persons.
- Prepare brief political reports on articles or issues of interest when requested.

- Scans newspapers for issues of interest and translate articles that might be of interest.
- Translation of all other documents.
- Supporting the senior policy officer posted for Yemen in preparing letters and notes, translating incoming and outgoing correspondence from Yemeni authorities, interpreting when needed, etc.
- Assisting the general/operational affairs department i.e. mobile bill payment, logistics, consular affairs, etc.

Description of result areas:

- Translations and follow up of all notes verbal.

WORKING ENVIRONMENT

Describe in brief the mission (tasks, size) and the physical environment in which the successful candidate will be working:

- The Embassy of the Kingdom of the Netherlands is situated in the Diplomatic Quarter and has three departments; political, economic, and operational/consular department. The staff at the Embassy consists of 7 Dutch expats and 15 local employees of various nationalities.

Describe the composition of the team in which the successful candidate will be working:

- The team of which the translator will be part of consist of; OM, general and consular affairs officer, 1 consular affairs officer, translator, 2 drivers, 3 technical staff members and 2 cleaning staff members.

JOB REQUIREMENTS

Knowledge and areas of experience:

- Higher professional education (HBO) and intellectual level
- Adequate computer skills (Windows, Word, Excel, Outlook, internet, etc.)
- Insight in organizational and functional relationship within the Embassy
- Skilled in communication with others
- Relevant experience of at least 3 years
- Interest in Saudi political and economic developments

Competences

- Communication skills
- Result oriented
- Initiative
- Collaborate
- Team worker
- Accuracy
- Ability to plan and organize
- Responsibility
- Integrity

Give a brief description of the type of employee required:

A sociable, motivated and representable staff member, who is a team player, enthusiastic and immune to stress and with an international orientation. Knowledge of the Dutch language is a pre. Friendly and accurate while executing the BZ policy. Computer skilled and working knowledge of computer programs as Microsoft Office Outlook, Word, Excel. Willingness to assist in any other Embassy duties/activities when the occasion arises.

Knowledge and skills

Level of education: higher professional level

Level of experience: 3-5 years' relevant experience required

- ☐ Skill in performing translation and interpreting duties with integrity.
- ☐ Knowledge of the work/projects being carried out in the embassy.
- ☐ Understanding of organisational and functional arrangements within the embassy.
- ☐ Skill in collecting and clarifying information and providing management information.
- ☐ Ability to express him/herself orally and in writing in the local language (Arabic) and a language (English) that is in common use locally in international relations.

Contacts

- ☐ With clients, to consult them and provide them with information on assignments.
- ☐ With Ministry's and other governmental departments to follow up on notes verbal and other official correspondence.
- ☐ With external agencies, to monitor the quality of assignments that are contracted out.

Other remarks *(to be completed by mission)*