Job Specification: Translator (English to French)

Department:	Programmes
Scale:	HQ 2
Line managed by:	Jessica Hyland
Location:	HQ – remote

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

Working remotely, the translator will be responsible for translating a number of key technical documents from English to French. Documents will range from operational documents (mine action/small arms sector) to logistics and finance documents.

Job Description

Translation

- Translate written texts from English to French, maintaining the concepts, tone and nuances of the original source text
- Ensure that translated texts meet all relevant editorial requirements, i.e. in terms of layout, style, font etc.
- Deliver translated texts in accordance with agreed deadlines
- Proofread translations and ensure that they are free from errors
- Proofread the translated work of other colleagues
- Coordinate with line manager and translation requester to schedule progress meetings and technical questions

All HQ staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Extensive experience in translating technical documents from English to French

- Previous experience translating technical documents about de-mining / Explosive ordnance disposal is desired

Essential Skills and Knowledge

- Native speaker (or with native level fluency) of French. Fluency in English
- High accuracy in translating documents
- Knowledge of translation techniques
- Knowledge of translation tools, e.g. Computer Assisted Translation tools, dictionaries, terminology databases and glossaries
- Excellent organisational skills with the ability to coordinate multiple activities

Essential Aptitude

- Determined and committed to high quality standards
- Excellent communication skills
- Ability to meet deadlines and work calmly under pressure
- Commitment to MAG's strategic direction and core values
- Self-motivated, flexible and enthusiastic approach to work
- Commitment to MAG's equal opportunities policy

Signed employee:	**Date:**
Signed manager:	**Date:**

September 2021