



Research Translator

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1. Academic Qualifications

2. University degree in Translation, English Language, Linguistics, Social Sciences, or any other relevant field.

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2. Professional Experience

4. Minimum of **3 years of professional experience** in translation, preferably within research projects, civil society organizations, or non-governmental organizations.
5. Proven experience in translating research documents, reports, assessments, and qualitative data.
6. Previous experience working on donor-funded projects is considered an asset.

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3. Translation and Technical Skills

8. Excellent written and verbal translation skills between **Arabic and English**, with strong attention to accuracy and context.
9. Ability to translate research tools, reports, interview transcripts, and technical documents while maintaining meaning and terminology.
10. Familiarity with research terminology, particularly in social, humanitarian, or peacebuilding fields.
11. Strong proofreading and editing skills to ensure high-quality and error-free translations.
12. Proficiency in using computers and Microsoft Office applications (Word, Excel, Email).



4. Soft Skills

13. High level of attention to detail and accuracy.
14. Ability to meet deadlines and work under pressure.
15. Strong organizational and time-management skills.
16. Ability to work independently and collaboratively with research teams.

17. 5. Languages

18. Fluency in **Arabic** (native or near-native).
19. Fluency in **English** (written and spoken).

20. 6. Values and Ethics

21. Commitment to confidentiality, especially when handling research data and sensitive information.
22. Adherence to professional ethics and organizational policies.