

İltica ve Göç Araştırmaları Merkezi (İGAM / The Research Center on Asylum and Migration) is looking for TRANSLATORS according to following qualifications.

Position: TRANSLATOR (Turkey - Ankara)

I - Work Conditions & Contract Length

Job Location: Ankara

Working Hours: Part time

End of the Project: November 15, 2019

Number of Recruitment: 1

II - Job Description:

- Translate from Arabic to English the outreach office weekly and monthly reports, work plans, brochures, surveys and survey results, case trackers, and other relevant documents received from the Information Hub and/or Project Coordinator,
- Translate from English to Arabic all feedback on reports and other deliverables and any templates for use by the outreach officers,
- Provide oral translation to program staff during meetings and/or workshops,
- Summarize Arabic documents in English and present findings to management.

III - Qualifications:

- University degree in a relevant field
- 2 years' experience (professional / volunteer) in humanitarian field is an asset
- Sensitivity for working with disadvantaged groups and compliance with IGAM principles and code of conduct
- Experience in translation
- Experience in conducting psycho-social activities is a strong asset
- Multitasking
- Intercultural skills
- Fluency in English and Arabic
- Advanced level of English and Arabic in reading, writing and speaking
- Knowledge and fluency in Turkish is highly preferred
- Turkish nationality is an asset

How to apply:

Interested candidates who meet the above-mentioned qualification should submit their **English, one-page CV to igam@igamder.org** . Please, make sure to put the Job Title in the subject section, otherwise the application will not be considered. Only short-listed candidates whose applications fulfill the required criteria will be contacted for interview. The salary is based on İGAM's salary policy in line with the project budget. Applications by phone will not be accepted.