

**Terms of Reference (ToR)**

Job code: HF05041021 Thursday, 14 October 2021
Job Title: Translator (Arabic Language)
Duty station: Turke, Sakaryay, Erenler **work nature:** Full-time
Line Manager: project officer
Number of vacancies required: 1

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian. HF operates in different sectors, implementing various projects and programs.

Job Details**Job Summary:**

Horan Foundation HQ- Office is recruiting a full time staff for the support needed for the Protection and social cohesion approach project funded by the GIZ.

Translators will be responsible for translating messages, live speeches, voice recordings and documents into another language, with careful attention to providing proper context, meaning, tone and technical wording.

Main Responsibilities and Tasks :

- Translating Arabic-Turkish and English
- Working closely with all teams, translating exactly and fully from Arabic /Turkish and vice-versa, everything said by either party in the consultation or conversation.
- Providing translation support for the Refugee awareness raising sessions.
- Always behave with self-restraint and treat interlocutor kindly and with respect.
- Providing parties with clear and exact translations of written materials, and interpretations of verbal communication. Provide any help when requested by any member of the team.
- Document changes to translated materials and maintain an orderly method for filing data for reference later.
- Reporting any security-related issues to the referent or the line manager.
- Supporting operational organization of field trips and DWWT programs/activities.
- Implementing any other activity requested by administration.
- Assisting case management activities.
- To assist outreach activities.
- Complying with applicable ethics and standards.
- The Translator will be allocating 100% of his time to this program, for 10 months: (From 01/11/2021 until 31/08/2022).
- Full time.

Qualifications / Technical Skills:

- **BA degree in any related fields.**
- **Certified Translator withy required languages.**
- **English is plus (Arabic-Turkish is Mandatory)**
- **1-2 years previous experience with CBOs/NGOs.**
- **Living in Sakaria.**
- **Strong reporting skills.**
- **Strong Excel and Microsoft skills.**
- **Good English language.**

Interpersonal, Communication and Coordination Skills:

- **Strong computer skills**
- **Good communication skills.**
- **reliability, positivity, and flexibility**
- **experience in data collection and analysis.**