**BQ Solutions Job Description**

The job description is used in the recruitment process to inform the applicants of the job profile and requirement of the scope, duties, tasks, responsibilities and working conditions related to the job with BQ Solutions. Also, used at the performance management process to evaluate the employee’s performance against the description.

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| **OVERVIEW** |
| Job Grade | BQS – Local NQ D1 |
| Job Title | Interpreter  |
| Strategic Business Unit | [x]  BQ Solutions [ ]  Barzan Holdings [ ]  Other JVs …………….. |
| Department | BQS MIS |
| Reports to | BQS MIS Lead Translator |

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| **QUALIFICATIONS/REQUIREMENTS** |
| Job specific technical Skills | BQ Solutions are seeking Interpreters who must be fluent Arabic and English speakers and writers and are able to work to deadlines. There are two positions which are expected to commence in Q1, 2023 (subject to contract). The period of employment is expected to be for an initial 3-year period.The positions will form part a team who will be responsible for live translation for the delivery of training courses at a Military Intelligence Training School. Key responsibilities for the roles are below:* Conduct live interpretation of teaching lessons.
* Convert dialogue and convey the intent of the original speaker.
* Must have the ability to communicate across cultures in a variety of media.
* Must be able to communicate clearly in both verbal and written capacities.
* Must be able to relay concepts and ideas between English and Arabic.
* Translate documents from English to Arabic and Arabic to English.
* Facilitate communication for students with limited English proficiency.
* Translate at meetings such as student meetings, administrative meetings and instructor meetings.
* Must be able to interpret both military terminology and colloquial language.
* Translate educational materials and courseware.
* Will occasionally be required to accompany visitors and facilitate communication between receiving party and visitors.
* Proofread and review translated versions to maintain quality and consistency.
* Follow various translation-quality standards to ensure meaning is reflected accurately.
* Observe strict security and confidentiality requirements of the role.
* Consults with subject matter experts and other colleagues in order to understand specialised concepts and translate/interpret them appropriately.
* Become conversant with specialised translation software to encourage efficiency and consistency.
* Meet short deadlines and manage load (Time-management skills is key)
* Perform other duties as assigned by the Lead Interpreter
* Maintain positive working relationships
* Maintain regular attendance
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| Education and Certification requirements | * Bachelor’s degree in Translation Studies or similar.
* A diploma or higher in the use of multi-media tools will be advantageous.
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| Years of experience requirements | * 3-5 years employment as a translator or interpreter.
* Experience in using translation software.
* Experience in translating military, government and technical language.
* Experience in working with the military will be advantageous.
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| **WORKING CONDITIONS** |
| Working Environment | Classroom or Office Environment at the military intelligence training school location or within BQS Provided office space. Visits to Customer Sites may be.  |

CC:

* Employee personal file
* Human Recourses Manpower File