**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 –D1 |
| Job Title | Translator |
| Strategic Business Unit | 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 a translator who must be fluent Arabic and English speakers and writers and are able to work to deadlines. The position will be within a Military Training School. The period of employment is expected to commence in March 23 and is for an initial 34-month period (subject to contract award).  Key responsibilities of the role:   * Translate documents from English to Arabic and Arabic to English. * Proofread and review translated versions to maintain quality and consistency. * Follow various translation-quality standards to ensure meaning is reflected accurately. * Maintain accurate filing and configuration control of all documents. * Co-ordinate general administrative and service tasks as required and appropriate. * 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 them appropriately. * Uses highly specialised translation software to encourage efficiency and consistency. * Cross-reference specialized dictionaries and translation tools to check quality of translation. * Edit content with an eye toward maintaining its original format (e.g. font and structure) * Meet short deadlines and manage load (Time-management skills is key) * When required provide live interpretation to support the delivery of training which may take place in military training classrooms and training environments. |
| 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. |
| Years of experience requirements | * 3-5 years of proven work experience as a translator and interpreter. * Experience in using translation software. * Experience in translating complex military, government and technical language. * Experience in working with the military will be advantageous.   Education   * 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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| **WORKING CONDITIONS** | |
| Working Environment | Office environment at the military training school location or within BQ Solutions provided office space  Visits to Customer Sites may be required |

CC:

* Employee personal file
* Human Recourses Manpower File