



ADRA Serbia – Adventist Development and Relief Agency, is a non-governmental, humanitarian, and development organization working with vulnerable groups. By partnering with communities, organizations, and governments, ADRA aims to make positive and just changes. Within ADRA's Women's Center we are looking for:

Female Arabic Interpreter/Cultural Mediator
1 position in Belgrade, part-time job, 8 months of engagement, with possibility
for an increase and extension of the engagement

About ADRA's Women's Center:

Withing refugee and migrant population girls and women present specifically vulnerable groups. During the migration, they are exposed to different risks, especially risk from gender-based violence (GBV). Considering this, ADRA Serbia opened the Women's Center as a safe space for women and girls aiming to respond to their specific needs. In partnership with UNICEF ADRA Serbia is providing different programs in the order to prevent and respond to GBV.

Responsibilities:

- Translation from Arabic to Serbian and/or English, vice versa.
- Responsible for interpretation and mediation between beneficiaries and staff.
- Responsible for accuracy of translation and literal translation of content.
- Translating internal and external documents on the Arabic language.
- Contacting beneficiaries in coordination with the team aiming to provide support and deliver NFI, if needed.
- Providing information about services that ADRA is providing within the project.
- Considering and respecting cultural specificity during direct work with beneficiaries
- Actively monitoring the needs and interests of beneficiaries (women and children) and informing coordinator aiming to ensure adequate support based on needs.
- Cooperate with other team members and actively participate in team meetings;
- Reporting activities
- Using and respecting principles and terminology of child and women rights. Consistently advocating and promoting human rights, respecting the culture, traditional patterns, customs, and other specifics of beneficiaries that are not in the opposite of human rights.

Requirements:

- Active knowledge of Arabic and previous experience in translation for Arabic to Serbian/English and vice versa.
- Excellent abilities of oral and written communication;

Adventistički razvojni i humanitarni rad – ADRA

Radoslava	+381 11 344 2625	
Grujića 4	office@adra.org.rs	MB: 07497024
11000 BEOGRAD	adra.org.rs	PIB: 100289364



- Sense of humanity and cultural sensitivity;
- Accuracy and reliability;
- Developed computer skills (MS Office and internet tools);
- Driving license (Category B) is very welcomed;
- Knowledge of other languages (Kurdish, Farsi, Pashto, etc.) is an advantage.

Send CV and the cover/motivational letter to: office@adra.org.rs, no later than **June, 27th 2020. In the email please put “Women’s Center – job application for an Arabic interpreter/cultural mediator”.**

Note: We are not able to confirm by email the reception of each of your applications. Please, do highlight in the email if you nevertheless need such a confirmation. We will contact only those who have entered the final round of selection. Thank you for your understanding.

Adventistički razvojni i humanitarni rad – ADRA

Radoslava

+381 11 344 2625

Grujića 4

office@adra.org.rs

MB: 07497024

11000 BEOGRAD

adra.org.rs

PIB: 100289364