



# REGIONAL OFFICE IN RIYADH

## INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

**Position Title:** Interpreter/Translator

**Location:** IMF Regional Office in Riyadh, Saudi Arabia

**Reports to:** Office Manager

**Grade:** NO-A

This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). The Interpreter/Translator's primary duty is to provide interpretation services during activities of the ROR, including meetings, conferences, and workshops, and to produce translations related to these events and to the daily operation of the office, using standard, clear and accurate language.

Interpretation will be provided in a face-to-face environment, using traditional permanent audiovisual facilities or portable equipment, or in a remote fashion through platforms such as Teams/Webex/Zoom. Interpretation modalities will include simultaneous, consecutive or whispering forms.

The Interpreter/Translator reports to the Office Manager and is expected to back-up other team members during absences and periods of heavy workload and perform similar assigned work.

The Interpreter/Translator will comply with strict standards of quality and confidentiality. In particular, the Interpreter/Translator will thoroughly prepare assignments and will treat any background documentation provided before the event with the utmost confidentiality.

### 1. Duties and Responsibilities:

Within limits of delegated authority, the Interpreter/Translator undertakes the following duties and responsibilities:

- Provides interpretation/translation services to the ROR director.
- Ensures timely delivery and quality of outputs.
- Has no right to distribute, transfer materials collected and prepared within the framework of this Terms of Reference without the permission of the ROR director.
- For written translation, the submitted work should be a final proofread and error-free version to enable immediate use without further proofreading or editing. Spelling, consistency of terms used, and grammar must be 100% accurate.
- Checks appropriate reference to ensure proper use of IMF technical terminology.
- Routinely reviews/gathers information from newspapers, press releases, newsletters, clipping services, and media sources pertaining to the IMF and its work or policies. Highlights/conveys appropriate information to Resident Representative/Economists.

Note: This list of duties is illustrative of regular and recurring functions, however the incumbent is expected to back up others and perform similar assigned work.



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### 2. Skills and Qualifications:

#### Education:

- Educational development, typically acquired by the completion of an advanced university degree, or equivalent, in translation, linguistics, economics, communication, or a related field.

#### Experience:

- A minimum of six years of relevant practical working experience as an interpreter with international organizations.

#### Skills:

- Ability to quickly grasp technical and complex macro-economic issues.
- IT skills, including proficiency in MS Office (Word, Excel, PowerPoint).
- Planning and organizational skills.
- Ability to work under pressure.
- Tact, respect, and diplomacy in dealing with participants and other team members.
- Strong team spirit.

#### Language Requirements:

- Fluency in oral and written English and Arabic required.

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- Viable candidates must be nationals or residents of the country Saudi Arabia or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF will not sponsor or provide assistance for obtaining work permits.
  - The IMF is guided by the principle that the employment, classification, promotion, and assignment of staff shall be made without discrimination against any person. We welcome requests for reasonable accommodations for disabilities during the selection process. Information on how to request accommodations will be provided during the application process.
  - Deadline for applying is **May 15, 2025**.
  - Please send resume and a cover letter to [IMFROR@imf.org](mailto:IMFROR@imf.org)
  - Please state in the subject of the email: **Job Application to Interpreter/Translator**
  - *Only shortlisted candidates will be contacted for an interview.*