

# **Job Description**

| 1. Position Details    |                              |         |             |           |                 |  |  |
|------------------------|------------------------------|---------|-------------|-----------|-----------------|--|--|
| Position Title:        | Interpreter                  |         |             |           | Position Code:  |  |  |
| Position Type:         | 🗌 Editorial                  | Support | Executive M | anagement | Position Grade: |  |  |
| Base Location:         |                              |         | Group:      |           |                 |  |  |
| Division:              | MENA Division                |         |             |           |                 |  |  |
| Channel / Directorate: | Programs Directorate         |         |             |           |                 |  |  |
| Department:            | Programs Supports Department |         |             |           |                 |  |  |
| Section:               | Editorial Support            |         |             |           |                 |  |  |

| 2. Relationships                         |                                    |
|--|------------------------------------|
| Report to :<br>(Supervisor's Position)   | Head of Editorial Support          |
| Supervise :<br>(Subordinates' Positions) |                                    |
| Internal contacts:                       | News Output, Newsroom coordination |
| External contacts:                       |                                    |

#### 3. Position Purpose Summary:

The Interpreter is responsible for LIVE translation of interviews and speeches from a foreign language to Arabic. This is a very important job in a Newsroom depends a lot on covering Live events from all over the globe and interviewing newsmakers & experts who do not speak Arabic. Interpreters should be able to work non stop for long hours in breaking news cases and they should enjoy excellent Arabic language as they work as a bridge between 2 languages.

#### 4. Key Responsibilities and Accountabilities:

- Provide live on-air English (and/ or French, German or Italian) /Arabic interpreting for pre-arranged interviews and press conferences inside and outside News Bulletins.
- Provide live on-air English (and/ or French, German or Italian) /Arabic interpreting for live and recorded weekly programs, like Talk-Shows, Sports Programs, Occasional Sports Programs.
- Provide live on-air English (and/ or French, German or Italian) /Arabic interpreting for daily Sports News programs.
- Once notified of an impending pre-arranged activity which requires their services, interpreters are responsible for preparing for the event by making the necessary research for background information on the subject, the personalities and issues involved to assist them in their tasks during the live coverage.
- During events which are spread over a long period of time interpreters are required to provide live on-air which may last for hours
- Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
- Relay concepts and ideas between languages.



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### 5. Other Responsibilities

• Perform other duties relevant to the job as requested.

| 6. Job Requirements and Qualifications |   |  |  |  |
|--|---|--|--|--|
| Education:                             | Minimum Bachelor Degree in Translation, Interpretation or a relative linguistics Degree.  |  |  |  |
| Experience:                            | Minimum 3 years of professional practical experience in simultaneous interpreting field.  |  |  |  |
| Skills:                                | <ul> <li>Mastery in the working languages.</li> <li>Good research ability.</li> <li>To be able to work as part of a team.</li> <li>Very good communication and coordination skills.</li> <li>To be able to work under sever pressure.</li> <li>A sense of urgency.</li> </ul> |  |  |  |
| Knowledge                              | <ul> <li>Knowledge in Sports</li> <li>Knowledge in Sports global issues</li> <li>Knowledge in TV technology</li> </ul>  |  |  |  |
| Abilities:                             | <ul> <li>Able to work under pressure</li> <li>Able to be part of a team</li> </ul>  |  |  |  |
| Core<br>Competencies:                  | <ol> <li>beIN Sports ethics and code of conduct.</li> <li>beIN Sports spirit.</li> <li>Diversity.</li> <li>Integrity.</li> </ol>  |  |  |  |
| Work Environment:                      | Studio  |  |  |  |
| Job Demands:                           | Physical characteristics:   |  |  |  |
|  | Other characteristics:  |  |  |  |

### 7. Performance Measures

Quality of simultaneous interpreting
Team work
languages judgment

## 8. Tools and Equipment

- iNews
- Computer and Internet