**Arabic Translator and Editorial Assistant**

The London School of Economics' Middle East Centre is seeking a part-time Arabic Translator and Editorial Assistant to help translate the centre's publications. The post will be based at the LSE Middle East Centre office. Some remote work is available. The post-holder will report to Nesrin Alrefaai, Arabic Content Editor.

**Start Date:** December 2023 (flexible)

**Duration**: 7 months, with the possibility of extension.

**Hours:** 7 hours a week. Days variable

**Pay:** £26.14-£28.08 per hour (including holiday pay, depending on experience)

**Closing date for applications:** 29 November 2023

**Responsibilities**

- Provide high quality English-Arabic and Arabic-English translation of the MEC's academic publications.
- Edit and proofread the Centre's publications in Arabic.
- Assist in administration of Arabic content and social media engagement.

**Person Specification**

*Essential Skills*

- Significant experience in English-Arabic and Arabic-English translation, including of academic publications.
- Experience of editing publications in Arabic.
- Experience of administrative management of translation and publications processes
- Ability to ensure translated content conveys original meaning and tone.
- Have a keen eye for detail and proofread translated texts for grammar, spelling and punctuation accuracy.
- Excellent written and verbal communication skills in both English and Arabic

*Desirable skills*

- Examples of effectively using Microsoft Office (Outlook, Word and Excel in particular)
- Interest in the field of Middle East studies
- Experience in liaising between multiple professionals

To apply, please send a CV and short covering letter (500 words max.) to Nesrin Alrefaai, Arabic Content Editor, LSE Middle East Centre: n.alrefaai@lse.ac.uk

**All candidates must have the right to work in the UK** at the time of application and are asked to confirm this in their covering letter.

**Interviews will be held in early December 2023 in-person and will include a test exercise.**