

Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

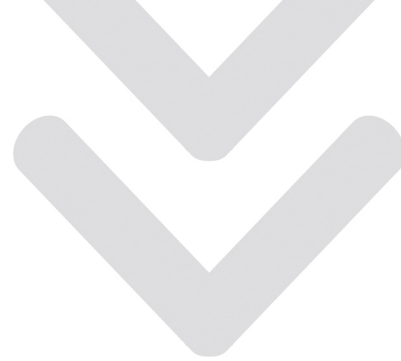
Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Arabic Translator and Editorial Assistant

Department/Division: Middle East Centre

Accountable to: Arabic Content Editor

Competency	Criteria	E/D
Knowledge and Experience	Significant experience in English-Arabic and Arabic-English translation, including of academic publications.	E
	Experience of editing publications in Arabic.	E
	Experience of administrative management of translation and publications processes	E
	Ability to ensure translated content conveys original meaning and tone.	E
	Ability to proofread translated texts for grammar, spelling and punctuation accuracy.	E
	Experience in liaising between multiple professionals	
	Examples of effectively using Microsoft Office (Outlook, Word and Excel in particular)	E
	Interest in the field of Middle East studies	D
	Knowledge of social sciences	D
Communication	Excellent written and verbal communication skills in both English and Arabic	E



Initiative and Problem Solving	Examples of using own initiative and creativity	D
Service Delivery	Ability to ensure that information is disseminated promptly and efficiently.	E
Planning and Organising Resources	Examples of having organised own work and met deadlines in accordance with guidelines given by line manager.	E
	Evidence of attention to detail and accuracy	E
	Proven ability to manage a heavy and varied workload.	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.