



HIRING **ADVISORY**

Migrant Workers Office - Riyadh

POSITION *TRANSLATOR / INTERPRETER /
WRITER / CASE OFFICER –
CONTRACT OF SERVICE*

Job Description:

- Filing and maintaining case history reports.
- Interviewing clients to assess their situational needs and to determine which services and assistance are necessary.
- Serving as liaison between the client and employer/company, financial, health and legal services
- Planning regular follow-ups to assess case progress and additional needs
- Provides accurate translation from one language to another.
- Document changes to translated materials.
- Translates a variety of documents necessary in the performance of one's job.
- Perform other services that may be required in the exigency of the service.

Qualifications:

- Bachelor's degree.

- Fluency of the Arabic language, written and verbal and able to interface with government organizations, courts and other essential services.
- Interpersonal communication and active listening to better understand the needs of clients.
- Social context to understand the challenges and opportunities clients face.
- Ability to meet deadlines and to work under pressure.
- Must present medical certificate that applicant is fit to work in-person and handle face-to-face interactions.
- Critical thinking, decision making and problem-solving skills to plan the best course of action for clients
- The successful candidate must be able to secure a local residence and work permit in Saudi (iqama) OR already have the right to work and reside in Saudi. (The Philippine Embassy will not provide visa sponsorship.)

INTERESTED APPLICANTS MAY SUBMIT THEIR PERSONAL DATA SHEET (PDS), PERSONAL HISTORY STATEMENT (PHS), AND VALID NBI CLEARANCE VIA EMAIL:

mwo_riyadh@dmw.gov.ph

SCAN THE QR CODES FOR THE DOWNLOADABLE PDS AND PHS FORMS:

