

Job Announcement

Job Title: Editor and Translator (Arabic and English) (1PP)

Duty Station: Remotely

Contract Type: Part-Time

Candidate: Female Only

Background:

AWAFY Sudanese Organization is a youth-led non-profit and non-governmental organization. Established in 2021, with its first office in Darfur, Zalingei, with national authorization to work all over Sudan. After the war outbreak in Sudan, AWAFFY expanded its operation to officially register as a regional non-profit organization in Uganda with legal authorization to operate in Uganda.

AWAFY stands affirm to achieve change in Sudan and passionately works to bring homegrown solutions to the issues concerning millions of Sudanese and Africans at large.

AWAFY is a multi-sectoral organization with a long track record working in Advocacy & Peace Building, development, Health, Protection, Youth & Women Empowerment, and improving human rights conditions in Sudan. Additionally, AWAFFY aims to enhance youth and women's civic engagement and political participation. Moreover, AWAFFY actively works towards a better response to humanitarian disasters and crises resulting from conflicts.

During the impactful journey of serving local communities, AWAFFY has executed a wide range of programs and projects aimed at solving the most complex community problems using bottom-up and participatory approaches, AWAFFY maintained and fostered strong and strategic partnerships with local, regional and international actors and partners, with strong beliefs in collective and team work to address the complexity of the problems faced by Sudanese.

Job Summary:

Editor and Translator role involves translating and refining content across multiple media platforms to effectively connect with our Arabic-speaking audience. Translating content between English and Arabic. Conducting Arabic-English and English-Arabic text comparisons to ensure accuracy and credibility.

Responsibilities and tasks:

An Editor and Translator working between Arabic and English is responsible for:

1. Translating written content accurately and fluently.



منظمة عوافي السودانية
AWAFY Sudanese Organization

2. Editing grammar, style, tone, and cultural appropriateness.
3. Ensuring consistency and clarity in bilingual documents.
4. Adapting content for different audiences and platforms.
5. Review all field reports and restructure them to be aligned with the goals of the report
6. Edit and proofread internal and external communications in both English and Arabic to ensure clarity, accuracy, and alignment with AWAFFY's messaging and advocacy goals.
7. Localize content to suit regional dialects or target communities, especially in sensitive contexts related to human rights, humanitarian work, and peacebuilding.
8. Develop and maintain AWAFFY's style guide and terminology glossary, ensuring consistency across all communications in both languages.
9. Support the development of creative content for campaigns, brochures, and donor materials that reflect AWAFFY's vision and amplify the voices of affected communities.
10. Ensure quality control of all translated and edited content before publication or distribution, including layout checks, formatting, and source accuracy.
11. Train or mentor staff in basic language and writing standards for reporting and documentation, as needed.
12. Any Other assigned Tasks.

Qualifications and Skills:

1. Bachelor's degree in Translation, Linguistics, Arabic/English Language, Journalism, or a related field.
2. Professional certification in translation or editing.
3. English Language proficiency and certification
4. Native or near-native proficiency in both Arabic and English.
5. Minimum 2–5 years of experience in translation, editing, or content localization.
6. Proven experience working with literary, technical, legal, or media content (depending on specialization).
7. Strong understanding of cultural nuances and regional dialects in both languages.
8. Exceptional bilingual writing and editing skills in Arabic and English.
9. Ability to maintain tone, style, and context across languages.
10. Strong grasp of grammar, syntax, and punctuation in both languages.
11. Skilled in proofreading, copyediting, and content adaptation.
12. Proficient in CAT tools and terminology management systems.
13. Comfortable using Microsoft 365, and publishing platforms.
14. Familiarity with SEO principles and digital content optimization (if applicable).

15. Basic knowledge of HTML/CSS or content management systems (e.g., WordPress) is a plus.

How to Apply:

Send your CV and Motivation letter to the email address careers@awafy.org by 31 July 2025, please make sure to include the following below job codes:

" **Editor and Translator – Remotely**" as subject of the email.

Failure to meet the deadline and or missing information in the email (subject or attachments) will result in the application being discarded.

Note:

1. The employees will undergo a full-time period of 3 months, whereby they will be evaluated.
2. Due to the high number of applications, only shortlisted candidates will be contacted

Application Deadline: 31 July 2025.