



NGOs & UN Translation

برنامج الترجمة للمنظمات الدولية والأمم المتحدة



A comprehensive programme qualifying translators to work with the UN and international organisations. Learn the terminology, guidelines and accurate translation of legal and political documents.

training hours

30

Delivery

In-person / Live online

Fees

650 USD

Programme code

UNTR

Who should attend

- Translators wishing to work with the United Nations and international organisations
- Staff of NGOs and humanitarian organisations
- Translation and International Relations Graduates
- Freelance translators seeking international clients

Entry requirements

- Proficiency in both Arabic and English; the programme is delivered in both languages
- No legal background or prior experience with international organisations is required; the programme suits translators, translation and international relations graduates, and NGO staff
- Readiness to work on authentic UN documents and to take part in workshops and peer review

What you will learn

- Understand how the United Nations and its agencies work and how documents move through them
- Master UN, humanitarian and human rights terminology and official glossaries
- Translating resolutions, reports and statements in UN style
- Preparing for language recruitment examinations at international organisations
- Building a professional profile for work with international organisations

What the fee includes

- 30 training hours spread over 10 interactive lectures across 5 weeks
- Training materials for the programme modules
- A certificate from Amman Arab University certified by the Ministry of Higher Education, and a certificate of completion from Metropolis Training Institute

- Access to the Metropolis learning platform and review of recorded lectures
- Workshops on authentic UN documents (refugees, environment, human rights, women and children)
- Training on the UN's translation guides and standardised Arabic terminology

Assessment and certificate

- **Assessment method:** Participants are assessed through practical exercises translating UN declarations, resolutions and reports, critique, revision, editing and peer review sessions in the workshops, and meeting the attendance and assessment requirements.
- **Certificate:** A certificate from Amman Arab University, certified by the Ministry of Higher Education, in addition to an accredited certificate of completion from Metropolis Training Institute (30 training hours).
- **Accrediting body:** Amman Arab University (certificate certified by the Ministry of Higher Education)

Course outline

Overview and Working Mechanisms

- An overview of the United Nations and non-governmental organisations.
- The translation process and workflow at the United Nations.
- Code of Conduct: what is and is not permitted.

Qualifications and Preparation

- Translator qualifications at the UN and international organisations.
- The skills required and how to prepare for competitive examinations.

Types of Translation and Terminology

- Practical translation in international organisations.
- Using standardised Arabic terminology and official equivalents.
- Handling international abbreviations.

Intensive Practical Applications

- Translating United Nations declarations and resolutions.
- Specialised translation (environment, asylum, human rights, women and children).
- Reviewing and editing translated documents.

Upcoming sessions

City	Delivery	Start	Days / time
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Trainer

- **Hatem Al-Nsour, Translator** – Legal Translation



Enrol

[https://metropolis.training/en/pages/training/upcoming-courses/register.html?
program=UNTR](https://metropolis.training/en/pages/training/upcoming-courses/register.html?program=UNTR)

Contact us: info@metropolis.edu.sa · www.metropolis.training

Head office · Riyadh

Al Malqa, Prince Mohammed bin Saad bin
Abdulaziz St., Building 7872
+966 11 244 2210 · +966 55 614 9669
saudi@metropolis.edu.sa

Jordan branch · Amman

Dabouq, Khair Al-Din Al-Maani St.,
Building 46
+962 6 533 3193 · +962 79 010 1114
jordan@metropolis.edu.sa

Iraq branch · Baghdad

Al-Harithiya, Al-Kindi St.
+964 775 000 0230 · +964 776 230 2889
iraq@metropolis.edu.sa