Punic Voices Translation Volunteers: call for volunteers

Arabic, French and English translation and proofreading for TIPCS public texts. Always open, flexible, adults 18+.

TIPCS-VOL-2027-LIS · Call for applications, version 1.0, 8 November 2026

1. At a glance

Item	Detail
Programme	TIPCS Academy, volunteering: Punic Voices Translation Volunteers
Who	Translators, proofreaders and language lovers aged 18+ who can work between Arabic, French and English
Length and rhythm	Flexible; assignments by text, with deadlines agreed in advance
Language	At least two of Arabic, French and English, with the pair stated in your application
Location	Remote, with optional meetings in Monastir or Tunis
Application	Create or open your TIPCS account (/members/apply), then complete the short volunteer form
Deadline	Rolling, open all year
Age	Adults only, 18 and over
Status	Reference TIPCS-VOL-2027-LIS

2. Background and rationale

TIPCS publishes in Arabic, French and English, and English is the source language of most texts. Accurate translation is part of research integrity: a call, brief or web page that says something different in each language misleads readers. Punic Voices, named after the ancient language of Carthage, gathers people who want to give their linguistic skills to this task.

Professional translation of sensitive, legal or contractual documents remains a contracted service managed by TIPCS staff and is not delegated to volunteers. Punic Voices volunteers work on public texts such as summaries of calls, news items, web pages, event programmes and plain-language versions of research.

TIPCS follows shared good practice, including principles of United Nations Volunteers and the International Federation of Red Cross and Red Crescent Societies: volunteering is voluntary, complements staff, protects volunteers and recognises them.

3. Objectives and expected outcomes

Objectives for the volunteer and for TIPCS:

- For the volunteer: practise and show translation and revision skills on real public texts.
- For the volunteer: learn TIPCS terminology and workflow, including a shared glossary and style guide.

- For the volunteer: receive credit for approved translations and a certificate of the activities completed.
- For TIPCS: consistent trilingual publications of good quality.
- For TIPCS: a glossary of peace, conflict and governance terms in three languages that is built openly and kept current.
- For TIPCS: shorter delays between the source text and its translations, without lowering quality.

4. Role description and work agenda

Punic Voices volunteers translate and proofread public texts. Every text passes through a defined workflow, so that no volunteer's work is published without a second pair of eyes and staff approval. Volunteers may take translation, proofreading or both.

- Translate a text from one of the three languages into another, following the glossary and style guide.
- Proofread a colleague's translation against the source, marking changes and giving short reasons.
- Check the final text on screen (links, numbers, dates, names, right-to-left layout in Arabic).
- Propose glossary entries, with a short note of the sources consulted.
- Flag passages that are ambiguous, sensitive or possibly offensive, and return them to staff rather than deciding alone.
- Write Arabic in clear Modern Standard Arabic, French with typographic apostrophes, and English in plain style, unless the brief says otherwise.
- Keep to the register and tone of the source: translate meaning, never add commentary or opinion.

5. Time commitment and calendar

Assignments are offered as individual texts with a size, deadline and difficulty note. A volunteer can accept or decline any offer. Because translation needs sustained attention, TIPCS asks volunteers not to take on more than they can finish with care, and a late text is simply reassigned with no penalty if the volunteer says so early.

Workflow: staff assign a text, the translator completes a first version, a second volunteer proofreads, a staff reviewer approves, and the text is published. The translator is shown the final version.

Stage	Who	Output
Source preparation	Staff	Final source text, notes, glossary
Translation	Punic Voices translator	First version
Proofreading	Second Punic Voices volunteer	Marked version with comments
Approval	Staff reviewer	Approved text
Release	Staff	Publication, credit line if agreed

6. Eligibility

- Strong writing in the target language and a good understanding of the source language.
- Willingness to follow a glossary and style guide, and to accept corrections.
- Adults only: you must be 18 or over on the day you apply. TIPCS does not accept applications from minors.
- Respect for the TIPCS code of conduct and safeguarding rules.

- No degree, nationality or prior volunteering experience is required unless stated above.

7. How to apply

Applying always starts with a TIPCS account. Create or open it at /members/apply, choose this track and complete the short form. You can apply at any time; applications are read as they arrive.

- Short motivation statement (up to 250 words, in Arabic, French or English).
- A short CV or a few lines on your experience.
- Your availability: days, hours and period, and any limits you wish us to respect.
- A short translation test, announced in the form: about one page, marked by two reviewers without names. The test text is never published or used for TIPCS work.
- Optional: samples of earlier translations that you are allowed to share.
- Privacy: TIPCS asks only for what the selection needs, uses it only for volunteering management, and keeps it for a limited period explained at sign-up. See section 13.

8. Selection and matching

Selection is matching, not competition. Two team members read each application against the criteria below; unsuccessful applicants are told why and may reapply.

- Step 1: eligibility check (age, account, form complete).
- Step 2: review, the test being marked on accuracy, fluency, terminology and respect for tone. TIPCS does not issue a level or grade to candidates.
- Step 3: short call with the coordinator.
- Step 4: written offer of a first assignment, with the onboarding date [answer-time standard to be set by the programme lead].

Criterion	Weight
Translation test	40
Breadth of language pair and register	15
Understanding of the subject field	15
Reliability with deadlines	15
Willingness to use glossary and give or receive revision	15
Total	100

9. Onboarding briefing

Nobody starts before the onboarding briefing, held regularly online or in Monastir or Tunis: values, conduct, safeguarding, data protection, health and safety, role limits, supervision and how to pause or stop. Each volunteer signs a short written volunteer agreement.

Punic Voices volunteers also receive training in the style guide, in handling right-to-left text, and in the rule that texts are never pasted into public online tools without TIPCS permission.

The short volunteer agreement states the parties, the role and its limits, hours, supervisor, agreed expenses, confidentiality, data, images and work products, conduct, how either side may end it, and that it

is not an employment contract. Legal counsel reviews it.

10. Supervision and support

Every volunteer has a named supervisor, a TIPCS staff member or an experienced volunteer lead under staff responsibility, who sets the task, checks that it fits volunteering, is reachable during the assignment, gives feedback and signs off the hours. A check-in follows the first assignment and each term. The Academic Council, an advisory body, receives an annual summary but does not supervise volunteers.

A track coordinator, a language professional on the TIPCS team, answers questions and settles terminology disagreements.

A complaint goes to the programme lead or, if the lead is concerned, to the President. A confidential concern may be sent to Contact@tipcs.org with the subject "CONFIDENTIAL – Concern", and is handled under the whistleblowing and complaints policy without retaliation.

11. Code of conduct

Every volunteer commits to the following.

- Act with respect, honesty and discretion towards participants, colleagues, partners and the public.
- Remain politically neutral and non-partisan when acting for TIPCS; do not use TIPCS activities for personal, party-political or commercial promotion.
- Respect Tunisian law and the dignity, culture and beliefs of everyone, and never discriminate.
- Accept no gifts or favours in connection with the role, and declare any conflict of interest.
- Do not speak to the media or sign for TIPCS unless authorised in writing.
- Use TIPCS names, logos and accounts only as the supervisor allows.
- Never add, remove or soften meaning in a text; return doubtful passages to staff.
- Do not use machine translation without telling the supervisor, never present machine output as human work, and never enter confidential text into an online translation service.
- Breaches are handled fairly: the volunteer is heard, and outcomes range from guidance to ending the assignment.

12. Safeguarding

TIPCS applies zero tolerance to abuse, exploitation and harassment. Volunteers are adults, are themselves protected, and may raise concerns without retaliation. A safeguarding focal point, a named role, receives concerns in confidence and reports to the President.

- Volunteers are never left alone with a person under 18 or in a vulnerable situation, and are never in charge of them. Where an activity involves minors, led by TIPCS or a partner, a staff member or partner professional is always responsible.
- Photos and recordings are made only with informed written consent, under the photo-and-media-policy (draft). Volunteers do not photograph people under 18, and delete any image at the request of the person shown.
- On a disclosure, volunteers listen, do not promise secrecy, do not investigate, and report the same day.
- A short self-declaration of suitability is requested; where a role warrants it, TIPCS will consider further checks lawful in Tunisia.

- Some source texts describe violence or conflict. Volunteers may decline any text that distresses them, and the supervisor will offer another.
- Where a safeguarding or safety concern arises, the focal point may suspend an assignment at once, pending a fair hearing.

13. Data protection

TIPCS handles volunteer and participant data under Law 2004-63. Its data-protection declaration is in progress; meanwhile TIPCS collects only what is necessary, limits access to the volunteer team, never shares data for marketing, and deletes application data after a retention period still to be fixed. Volunteers may ask to see, correct or delete their data via Contact@tipcs.org, use only approved channels for other people's data and report any loss at once.

Draft translations may include names and quotations from participants. Volunteers work on TIPCS-provided files only and delete local copies after approval.

TIPCS asks for no sensitive data beyond what a volunteer chooses to give for accessibility or an emergency contact, kept apart. Any tool hosted abroad is checked against the transfer rules of Law 2004-63 first.

14. Recognition

Recognition is part of the standard. A volunteer who completes assignments receives, on request, a certificate stating track, dates, hours confirmed by the supervisor and tasks done, and may ask for a written reference. Public credit by name needs consent.

The certificate and reference are issued by TIPCS as a private non-profit organisation. They are not a diploma, a state-recognised qualification or a statement of skill level.

Approved translations carry a credit line by name, with the volunteer's consent, such as "Translated by volunteers of the Punic Voices track". Volunteers can ask for an anonymous credit.

15. Expenses, insurance and no replacement of staff

Volunteers do not receive a salary, fee or allowance. TIPCS reimburses an expense only if it was agreed in writing before it was incurred, is supported by a receipt, and falls within a category the programme can fund. [Rules and limits to be set by the Board with funders.]

Insurance: TIPCS intends to arrange cover for volunteers during assignments (accidents and civil liability); insurer, scope and conditions are to be confirmed. Until cover is confirmed in writing, only low-risk tasks are assigned.

No replacement of staff: volunteers complement TIPCS and never replace staff, researchers, interns or contracted professionals; a task normally done by a salaried or contracted person is not given to a volunteer to save cost.

16. Outputs, deliverables and indicators

The visible output is the set of approved translations. Indicators measure quality and turnaround, and are used to improve the workflow, never to rank volunteers.

Authorship: a translation is a work derived from a TIPCS source. The volunteer remains its translator; TIPCS holds a non-exclusive licence to publish and adapt it for its non-commercial purposes, with credit unless anonymity is requested.

Indicator	How it is measured	Target
Texts translated and approved	Workflow log	[to be set]
Share of texts proofread by a second person	Workflow log	All texts
Corrections found at staff review	Reviewer record	[to be set]
Glossary entries agreed	Glossary version history	[to be set]
Median days from source to release	Workflow log	[to be set]

17. Monitoring, evaluation and risks

The programme lead reviews each term hours, assignments, feedback and any safeguarding or conduct concerns (anonymised); targets are set after the first cohort.

Risk	Mitigation
Mistranslation of a sensitive passage	Second proofreader, staff approval, flag-and-return rule.
Confidentiality breach through online tools	Briefing, TIPCS-provided files, clear rule on machine translation.
Volunteer work substituting a contracted translator	Programme lead checks that only public, non-contractual texts go to Punic Voices.
Safeguarding concern	Focal point, same-day reporting, written procedure, no retaliation.

18. Leaving, and what this call does not promise

You may pause or stop at any time, with notice so that work can be reassigned. TIPCS may also end an assignment, with reasons and a chance to reply.

TIPCS does not promise a visa, admission to any institution, a job, a fellowship, an internship, a place on a course, a diploma or certificate recognised by a state, or any language or skill level. Volunteering is not a condition of, nor a route to, any other TIPCS opportunity, and the selection for those opportunities remains independent.

19. Legal and regulatory framework (Tunisia)

General information in plain words, not legal advice. Check each text against its current official version; anything not listed is subject to applicable Tunisian rules, to be verified by counsel.

- Texts sent for translation are TIPCS's own public texts; third-party copyrighted material is not given to volunteers unless TIPCS holds the rights.
- Draft texts may contain personal data or unpublished findings: volunteers work only in TIPCS-provided files and never in public online tools.

Text	What it means for this track
Decree-Law 2011-88 on associations	Volunteering is an activity of an association: statutes, governing bodies, transparent accounts and reporting apply. It does not make anyone a member or officer unless the statutes say so.

Text	What it means for this track
Code du travail (law 66-27)	Volunteering is not employment: no salary, no employer-style subordination, hours chosen by the volunteer. A role that starts to look like a job is stopped and replaced by a proper contract. Any specific volunteer status in Tunisian law is to be confirmed by counsel.
Code des obligations et des contrats; Law 2000-83 on electronic exchanges	The agreement is civil: clear purpose, genuine consent, lawful object, responsibility for harm caused. E-signature is used only if counsel confirms it.
Law 2004-63 on personal data	Stated purpose, consent, limited retention, rights of access and objection. The TIPCS declaration to the INPDP is in progress; check the current text, as a reform has been discussed.
Law 94-36 on literary and artistic property	Texts, slides, photographs and translations have authors; a person's image is not used without agreement. Uses are agreed in writing.
Law 2017-10 on reporting corruption	Good-faith reports of corruption are protected. TIPCS offers a confidential route (section 10).
Laws 2017-58, 2016-61 and 2018-50	Violence against women, trafficking, racial discrimination: context for safeguarding. Volunteers refer warning signs to the focal point and do not investigate. Reporting duties to be confirmed.
Code de la sécurité sociale (law 60-30); insurance	Volunteers are not employees. Any social-security duty and the scope of accident and civil-liability cover are to be confirmed.

20. Related TIPCS policies

This call applies the following policies. Drafts are proposals for Board ratification, not yet in force.

- volunteering-policy (draft, for Board ratification): rules common to the four tracks.
- Safeguarding policy (ratified, v1.0, 25 Oct 2026).
- Whistleblowing and complaints policy (ratified, v1.0, 25 Oct 2026).
- Conflicts of interest policy (ratified, v1.0, 25 Oct 2026).
- photo-and-media-policy (draft, for Board ratification): images, recordings and work products.

21. Contact and frequently asked questions

Contact: Contact@tipcs.org, landline +216 73 553 915. Offices in Monastir (HBSSC, Hannibal Barca Student Social Centre) and Tunis.

- Do I need a translation degree? No, but the test shows your skill.
- Can I translate into a language that is not my first? Only if the test and reviewers show it works.
- Will I get a language certificate? No; the certificate describes activities and does not state a level.
- Can I choose texts? Yes, from those offered.
- Is the volunteer agreement an employment contract? No; it is a short civil agreement and creates no employment relationship.
- Can I volunteer from abroad or as a foreign national? Remote roles may be possible; residence rules are to be confirmed by counsel.

> Call for applications, version 1.0, 8 November 2026. Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.

FRANÇAIS : RÉSUMÉ

Volontaires de traduction Voix puniques : appel à volontaires

Traduction et relecture en arabe, français et anglais de textes publics du TIPCS. Toujours ouvert, flexible, adultes de 18 ans et plus.

Voix puniques, du nom de l'ancienne langue de Carthage, réunit des personnes de 18 ans et plus capables de traduire et de relire entre l'arabe, le français et l'anglais. Le TIPCS publie dans les trois langues, l'anglais étant le plus souvent la langue source. L'appel est ouvert toute l'année, sans date limite, avec un rythme flexible fixé texte par texte.

Les volontaires traduisent et relisent des textes publics : résumés d'appels, actualités, pages web, programmes d'événements, versions simplifiées de recherches. Les documents sensibles, juridiques ou contractuels restent confiés à des professionnels sous contrat. Aucun texte n'est publié sans seconde relecture par un volontaire et approbation du personnel.

Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis remplir un court formulaire et passer un test de traduction d'environ une page, corrigé anonymement, qui n'est jamais publié. Le TIPCS ne délivre ni niveau ni note aux candidats. Une séance d'accueil et un accord de volontariat écrit précèdent toute mission.

Les volontaires travaillent uniquement sur des fichiers fournis par le TIPCS, n'utilisent aucun outil en ligne public pour des textes non publiés et déclarent tout usage de traduction automatique. Le volontaire reste le traducteur de son texte ; le TIPCS dispose d'une licence non exclusive, avec mention du nom si le volontaire y consent. Les frais ne sont remboursés que s'ils ont été convenus par écrit ; l'assurance reste à confirmer.

Le volontariat n'est pas un emploi : un accord de volontariat écrit, de nature civile, tient lieu de cadre, sans contrat de travail. Le cadre tunisien décrit dans l'appel comprend le décret-loi 2011-88 sur les associations, la loi 2004-63 sur les données personnelles (déclaration à l'INPDP en cours), la loi 94-36 sur la propriété littéraire et artistique (images et productions), la loi 2017-10 sur le signalement et la protection des lanceurs d'alerte, ainsi que les lois 2017-58, 2016-61 et 2018-50 comme contexte de protection et de non-discrimination. L'assurance des volontaires reste à confirmer. Il s'agit d'informations générales, non d'un avis juridique. Les politiques associées (volontariat, photos et médias) sont des projets soumis à la ratification du Conseil ; les politiques de protection, de signalement et de conflits d'intérêts sont en vigueur.

Le TIPCS ne promet ni visa, ni admission, ni emploi, ni bourse, ni stage, ni diplôme ou certificat reconnu par un État, ni niveau de langue ou de compétence ; le volontariat n'est ni une condition ni une voie d'accès à une autre offre du TIPCS. Contact : Contact@tipcs.org, +216 73 553 915.

> Appel à candidatures, version 1.0, 8 novembre 2026. Toute candidature part d'un compte TIPCS sur www.tipcs.org. Le TIPCS ne promet ni emploi, ni diplôme, ni visa, ni admission. Adultes uniquement (18 ans et plus). Information générale, non un avis juridique : vérifier les textes officiels en vigueur avant de s'y fier.

متطوعو أصوات بونية للترجمة: نداء للتطوع

ترجمة وتدقيق بين العربية والفرنسية والإنجليزية لنصوص المعهد العمومية. باب مفتوح دائماً، ومرن، لمن بلغ 18 سنة فأكثر.

أصوات بونية، نسبةً إلى لغة قرطاج القديمة، تجمع من بلغ 18 سنة فأكثر ممن يستطيعون الترجمة والتدقيق بين العربية والفرنسية والإنجليزية. ينشر المعهد بلغاته الثلاث، وتكون الإنجليزية في الغالب اللغة المصدر. والباب مفتوح طوال السنة دون موعد نهائي، والإيقاع مرن يُحدَّد نصاً بنص.

يترجم المتطوعون ويدقّقون نصوصاً عمومية: ملخصات النداءات، والأخبار، والصفحات الإلكترونية، وبرامج الفعاليات، ونسخاً مبسّطة من البحوث. أما الوثائق الحساسة أو القانونية أو التعاقدية فتبقى بيد مهنيين متعاقد معهم. ولا يُنشر أي نص دون تدقيق ثانٍ من متطوع وموافقة العاملين.

للتقديم يُنشأ حساب في المعهد أو يُفتح (members/apply/) ثم تُملأ استمارة قصيرة ويُجرى اختبار ترجمة من نحو صفحة واحدة يُصحَّح دون ذكر الأسماء ولا يُنشر أبداً. ولا يمنح المعهد المترشحين مستوى ولا علامة. وتسبق كل مهمة جلسة تعريفية واتفاق تطوع كتابي.

يعمل المتطوعون على ملفات يقدمها المعهد فقط، ولا يستعملون أدوات عمومية على الإنترنت للنصوص غير المنشورة، ويصرّحون بأي استعمال للترجمة الآلية. ويبقى المتطوع مترجم نصه، وللمعهد رخصة غير حصرية مع ذكر الاسم إذا وافق المتطوع. ولا تُسدَّد النفقات إلا إذا اتُّفق عليها كتابياً، وتأمين المتطوعين قيد التأكيد.

التطوع ليس عملاً مأجوراً: فاتفاق التطوع الكتابي، وهو اتفاق مدني، هو الإطار ولا وجود لعقد شغل. ويشمل الإطار التونسي الوارد في النداء المرسوم عدد 88 لسنة 2011 المتعلق بتنظيم الجمعيات، والقانون الأساسي عدد 63 لسنة 2004 المتعلق بحماية المعطيات الشخصية (وتصريح المعهد لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإنجاز)، والقانون عدد 36 لسنة 1994 المتعلق بالملكية الأدبية والفنية (الصور والإنتاجات)، والقانون عدد 10 لسنة 2017 المتعلق بالإبلاغ عن الفساد وحماية المبلّغين، والقوانين الأساسية عدد 58 لسنة 2017 و61 لسنة 2016 و50 لسنة 2018 بوصفها سياقاً للحماية وعدم التمييز. وتأمين المتطوعين قيد التأكيد. وهذه معلومات عامة وليست استشارة قانونية. والسياسات المرتبطة (التطوع، الصور والإعلام) مشاريع تُعرض على مصادقة المجلس، أما سياسات الحماية والإبلاغ وتضارب المصالح فهي سارية.

لا يعد المعهد بتأشيرة أو قبول أو وظيفة أو زمالة أو تربص أو شهادة تعترف بها دولة أو مستوى لغوياً أو مهارياً، والتطوع ليس شرطاً لأي فرصة أخرى في المعهد ولا طريقاً إليها. للتواصل: Contact@tipcs.org، الهاتف الثابت 915 553 73 216+.

نداء لتقديم الطلبات، الإصدار 1.0، 8 نوفمبر 2026. تبدأ كل طلبات التقدم من حساب لدى المعهد على www.tipcs.org. لا يَعِد المعهد بوظيفة ولا شهادة ولا تأشيرة ولا قبول. للبالغين فقط (18 سنة فأكثر). معلومات عامة وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية قبل الاعتماد عليها.