



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA
(UNSOM)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS:	02 FEBRUARY 2018
DATE OF ISSUANCE:	04 JANUARY 2018
FUNCTIONAL TITLE:	FIELD LANGUAGE ASSISTANT
LEVEL:	GL-5
SECTION:	REGIONAL AND LIAISON OFFICE
LOCATION:	BAIDOA
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/RLO/2018/001

Special Notice

This position is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of the Secretary - General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located within the United Nations Assistance Mission in Somalia (UNSOM), Baidoa Area Office, under the direct supervision of the Head of Office.

Duties and Responsibilities:

Within delegated authority, the Field Language Assistant will be responsible for the following:

- Provides accurate and high quality consecutive and simultaneous interpretation from Somali (Maay and Mahatiri) to English to and vice-versa. This may include interpretation during high level meetings, media events and conferences.
- Translates a wide range of correspondence and documents from Somali (Maay and Mahatiri) to English and vice-versa.
- Provides clear and concise verbal communication/interpretation, interfacing between mission officials and the local population in support of operations and wider mission activities.
- Performs liaison functions by establishing and maintaining good communication with key government and community interlocutors.
- Assists with the preparation of correspondence and briefing notes.
- Ensures that all deadlines are met.
- Liaises with counterparts in other sections relating to scheduling and administrative arrangements.
- Files and retrieves office documents.
- Performs other duties, including driving office vehicles, as required.

Competencies:

Professionalism

Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Commitment to implementing the role of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education: A high school diploma is required.

Experience: A minimum of five (05) years of work experience in providing simultaneous translation and interpretation services from English to Somali and vice versa. .

Language: For this post, fluency in English and Somali (both Maay and Mahatiri varieties) is required. Knowledge of the other United Nations languages is desirable.

Other skills: Excellent driving skills, and experience in driving light vehicles, are desirable for this post. Incumbent should have a valid driving licence issued by the competent authority. Incumbent should also be available to work after normal working hours, and on weekends, when requested.

Assessment

Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **02 February 2018** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.**

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

Kindly attach a copy of P11, Degree Certificate, Passport and or National Identification Card. Copy of Valid Driving License Please note Criminal Investigation Department (CID) and National Intelligence and Security Agency (NISA) certificates are required at a later stage of the recruitment process.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).