

Ref. No.: UNSOS/TRN/005/2015**JOB OPENING ANNOUNCEMENT****International Consultant**  
JO Grade Level**Translator**  
Functional Title**UNSOS/Training Section**  
Department/Office/Division/Service/Section**Management and Operations Support- Administration**  
Job Network and Job Family**25 January, 2016**  
Deadline

Duty Station:	<u>Nairobi</u>	Estimated Start Date:	<u>15/02/2016</u>
Duration of need	<u>One (1) year</u>	Open to External Candidates	<u>Yes</u> / No

***DUTIES AND RESPONSIBILITIES***

1-The incumbent is under the supervision of the Chief Training Section and will be required to liaise and coordinate with designated UNSOS/AMISOM Training Coordinators once deployed to translate/interpret a training activity. Specifically, the consultant will perform the following duties and responsibilities:

- Translate from English into French. Kirundi and vice versa documents covering a broad range of training subjects dealt with by UNSOS for AMISOM Trainees;
- Provide accurate and complete high quality consecutive and simultaneous interpretation into Kirundi from English, or from French into Kirundi, or from English to French and vice versa as and when the need arises;
- Translate from English into French and vice versa documents developed by OSESG-GL, including for the meetings of the Technical Support Committee;
- May perform other related duties as required

2- The incumbent should be able to work effectively in a multicultural environment with over 10 year experience in a related field. The incumbent must be able to work under pressure in difficult conditions including Mogadishu.



### *COMPETENCIES*

- **Professionalism:** Knowledge of travel related processing requirements; ability to recognize and act in the face of conflicting priorities. Shows pride in work and 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.
- **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 audience; demonstrates openness in sharing information and keeping supervisor as well as the team 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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### *QUALIFICATIONS*

- Education:** A first level university degree is required. A relevant combination of academic qualification and experience is desirable.
- Experience:** A minimum of ten (10) year experience in a professional position that involves translation and interpretation. Experience in simultaneous interpretation is preferable
- Language:** Fluency in English. French and Kirundi language is required

### *INSTRUCTIONS*

Qualified candidates may submit their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/content/employment-opportunities>.

**Email:** [recruitment-UNSOA@un.org](mailto:recruitment-UNSOA@un.org)

Please quote;

- ❖ **Vacancy Notice Number and Functional Title in the Subject of the e-mail.**
- ❖ Completed P11 form

**Applications received after the deadline will not be considered. CV will not be accepted**