



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSONM)



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: 19 May 2016
DATE OF ISSUANCE: 20 April 2016
FUNCTIONAL TITLE: ASSISTANT FIELD INTERPRETERS (3 POSITIONS)
LEVEL: NOA
SECTIONS UNIT: OFFICE OF THE CHIEF OF STAFF
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/COS/028/2016

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 UNSOS/UNSONM 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:

The incumbent reports to the Head of the Translation Unit.

Responsibilities:

Within delegated authority the Assistant Field Interpreters will be responsible for the following duties:

- Assists in research and facilitating communication between two parties that do not speak a similar language by converting one spoken or written language to another
- Attends meetings and assists Translators to mediate discussions
- Assists in relaying concepts and ideas between languages
- Assists senior officials in converting written materials from one language into another, such as documents, books, publications, web pages, etc.
- Creates a new text in the target language that reproduces the content and style of the original
- Edits and proofreads text to accurately reflect the language
- Uses dictionaries and glossaries for reference
- Assists with the application of computer assisted translation
- Facilitates communication for people with limited English proficiency
- Assists translators in translating languages at meetings and conferences
- Interprets both legal terminology and colloquial language
- Reads aloud documents in a language other than that in which they were written
- Assists translators in translating materials and documents into another language
- Accompanies foreign visitors and facilitates communication between the receiving party and visitors
- Adapts a product or service for use in a different language and culture
- Performs other duties as required

Competencies

Professionalism: Ability to perform a broad range of administrative functions in a flexible and service minded manner, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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 goal 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 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 first level degree from a University or institution of equivalent status.

Experience: A minimum of one year of progressively responsible relevant experience in language interpretation.

Languages: English and French are the working languages of the United Nations Secretariat. For this positions, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

Assessment: Evaluation of qualified candidates for this position may include a substantive assessment

Method Which will be followed by a competency-based interview.

Others: Proficiency in an Office Suite, internet and social media platforms.

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 <http://www.unon.org/>. Applications submitted after the deadline **19 May 2016** will not be accepted. 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

A copy of P11 to be attached.

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)