



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 BENEFIT!
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS: 03 APRIL 2016
DATE OF ISSUANCE: 04 MARCH 2016
FUNCTIONAL TITLE: FIELD LANGUAGE ASSISTANT
LEVEL: GL-5
SECTIONS UNIT: POLITICAL AFFAIRS AND MEDIATION GROUP
LOCATION: BELETWEYNE
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/PAMG/012/2016

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/UNSOM 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 with the United Nations assistance Mission in Somalia (UNSOM) Beletweyne office under the supervision of the Head of Regional Office in Beletweyne.

Responsibilities:

- Provide accurate and complete high quality consecutive and simultaneous interpretation into Somali from English and from Somali into English, as and when needs arise. These include interpreting during meetings with high -ranking officials, press events and conferences;
- Providing clear and concise verbal communication/interpretation, interfacing between mission officials and local population in support of operations and wider mission activities;
- Translation of high level documents and communication from Somali into English, and vice versa, documents covering a broad range of subjects dealt with by the United Nations Assistance Mission in Somalia, i.e. political, legal, humanitarian, financial, administrative and technical documents;
- Ensure that all deadlines are met and the quality of translation is adequate;
- May work with a small group of interpreters / translators and or work in a team of translators;
- Coordinate and schedule meetings, and prepare minutes if requested;
- Perform liaison functions by establishing and maintaining good communication with key interlocutors within government at the regional and district levels as well as with civil society;
- Collaborate with stakeholders for the purpose of building effective communication , enhancing relationships and ensuring a productive exchange of information ;
- Support the Regional Office to further enhance community understanding of UNSOM mandate and to maintain a positive relationship with key stakeholders ; and
- Perform other related duties 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 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: High school diploma is required. Ability to work after working hours, during week-ends and on shift duty. Ability to travel throughout the mission area and to relocate from one position to another.

Experience: A minimum of five (5) years of work experience in providing translation services, prior experience working with the UN or a UN contractor in the area of communications, liaison or translation/ interpretation will be an added advantage.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Somali is required. Knowledge of other United Nations language is desirable.

Assessment Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Other: Knowledge of Microsoft office (word, excel, power point, etc.) is required.

Knowledge of the political context and familiarity with government authorities, civil society actors, and other stakeholders in Somalia and/or the Hiraan and Middle Shabelle regions is an advantage in addition to the well-established effective relationships with government and civil society leaders; demonstrated ability to establish and maintain effective relationships with major stakeholders,

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 3 April 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).

