



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:	18 JUNE 2016
DATE OF ISSUANCE:	4 JUNE 2016
FUNCTIONAL TITLE:	FIELD LANGUAGE ASSISTANT
LEVEL:	GL-5
SECTIONS UNIT:	POLITICAL AFFAIRS AND MEDIATION GROUP
LOCATION:	BAIDOA
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/PAMG/038/2016

special notice

This position is based in Baidoa and 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 relation to this appointment. 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 within the United Nations Assistance Mission in Somalia (UNSOM) Baidoa Area Office, under the direct supervision of the Head of the Area Office.

Responsibilities:

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

Provide accurate and high quality consecutive and simultaneous interpretation from Somali to English and vice-versa. This includes interpreting during high level meetings, media events and conferences.

Translate a wide range of correspondence and documents from Somali to English, and vice-versa, as required.

Perform liaison functions by establishing and maintaining good communication with key interlocutors, arranging meetings with the authorities of the Interim South-West Administration (ISWA), community leaders, civil society actors and other major actors in the region, to translate, agenda, speeches, concept papers etc.

Support the Area Office to further enhance community understanding of the UNSOM mandate and to maintain a productive relationship with key stakeholders.

Coordinate and arrange meetings, and develop minutes of the meetings and translate these into English and Somali as required.

Ensure that all deadlines are met and the quality of translation is of high level.

Collaborate with stakeholders to build effective communications, to enhance professional relationships and a productive exchange of variety of information.

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.

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. Fluency in oral and written English and Somali (both Maay and Maha-tiri varieties) is required for this post. 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.

Others: Knowledge of Microsoft Office and internet is required.

Knowledge of the political situation and close familiarity with government authorities, parliamentarians, civil society, including elders, women and youth, and media in the Interim South-West Administration (Bay, Bakool and Lower Shabelle regions) is an advantage.

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 4 4 June 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

Kindly attach a copy of P11, High School Diploma Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.

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).