



# 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

RE-ADVERTISEMENT

**APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR THIS VACANCY ANNOUNCEMENT REF.NO.**

**UNSOM/PAMG/038/2016 NEED NOT RE-APPLY**

DEADLINE FOR APPLICATIONS:	12 NOVEMBER 2016
DATE OF ISSUANCE:	13 OCTOBER 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/059/2016

#### Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. 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. 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 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 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.

#### 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 12 months. 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 12 November 2016 will not be accepted. CVs will not be accepted.

**Email: [recruitment-unsoa@un.org](mailto: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. These are required as part of your application for consideration of eligibility. Please note CID and 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).