

**Job Opening**
ASSISTANT FIELD INTERPRETER
UNSMIL-NOA-JO012/2019

Title:	Assistant Field Interpreter
Level/type:	NO-A / Fixed-Term Appointment
Duty Station:	Tripoli, Libya
Section:	Translation Unit – Office of the Chief of Staff
Number of Positions	One (1)
Date of Issue:	17 March 2019
Deadline for applications:	31 March 2019

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application_MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-NOA-JO012/2019).

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Translation and Interpretation Unit in the Office of the Chief of Staff of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the direct supervision of the Head of Translation and Interpretation Unit (TIU) and overall supervision of the Chief of Staff (COS).

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.



**JOB DESCRIPTION:**

Within the limit of the delegated authority, the incumbent will be responsible for the following tasks:

- Assists in facilitating communication between two parties that do not speak a similar language by providing interpretation (simultaneous and consecutive) from/to Arabic and English during meetings and conferences.
- Translates, subject to revision, a variety of texts on a broad range of subject matter from Arabic to English and vice versa with a high standard of accuracy and fidelity to the meaning of the original text as well as conformity to the grammar, syntax and idiom of the target language.
- Attends meetings and assists interpreters to mediate discussions.
- Assists in relaying concepts and ideas between languages.
- 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.
- Interprets both legal terminology and colloquial language.
- Reads aloud documents in a language other than that in which they were written.
- Accompanies foreign visitors and facilitates communication between the receiving party and visitors.
- Ensures confidentiality and impartiality.
- Performs other duties as required.

COMPETENCIES:

Professionalism: Ability to maintain a reasonable speed and volume and output relative to the difficulty of the text and the specified deadline; high level of concentration; split-second accuracy; clear delivery; ability to work under pressure, willingness to keep flexible working hours; 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

QUALIFICATIONS:

Education: A first level degree in language studies, translation, interpretation or other relevant studies from a university or an institution of equivalent status is required.

Experience: A minimum of two (2) years of progressively responsible relevant experience in language interpretation (both consecutive and simultaneous) is required. Experience in interpreting for senior level staff is desirable. Relevant experience in a United Nations common system (including DPKO, DPA field missions or United Nations Agencies, Funds and Programs) – or similar international organizations - is desirable.

Language: English and French are the working languages of the United Nations. Fluency in English and Arabic is required.

ASSESSMENT:

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

SPECIAL NOTICE:

Recruitment in the National Officer category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

