

**Job Opening
Language Assistant
UNSMIL-GS6-TJO001/2022**

Title:	Language Assistant
Level/type:	G-6 / Temporary Appointment
Duty Station:	Tripoli
Section:	Office of Mission Coordinator – Mission Support Service (MSS)
Number of Positions	2 positions
Date of Issue:	22 February 2022
Deadline for applications:	28 February 2022

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

HOW TO APPLY:

STEP 1: INTERESTED CANDIDATES 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 APPLICATION RECEIVED IN A FORMAT DIFFERENT THAN 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-GS6-TJO001/2022).

ORGANIZATIONAL SETTING AND REPORTING:

These positions are located within the Office of Mission Coordinator of the United Nations Support Mission in Libya (UNSMIL). These positions are located in Tripoli, Libya. The incumbents will be under the direct supervision of the Mission Coordinator Officer and the overall supervision of the Deputy Chief of Mission Coordinator.

On 31 January 2022, the Security Council, by its resolution 2619 (2022) renewed the mandate of United Nations Support Mission in Libya (UNSMIL) through 30 April 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices



to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Within delegated authority, the Language Assistant at this level will be responsible for the following duties:

- Translates high level documents and communications from Arabic to English and vice-versa covering a broad range of subjects dealt with by the United Nations.
- Maintain local level contact with relevant stakeholders to ensure mission situation awareness.
- Provide clear and concise communication/interpretation interfacing between mission officials and local population in support of operations and wider mission activities.
- Liaises with counterparts in other sections on scheduling and administrative arrangements for provision of language assistance.
- Reviews and evaluates all jobs submitted by relevant departments for pre-translation referencing, determining relative complexity and priority.
- Assists the Supervisor with distribution of work among other Language Assistants taking into consideration productivity, precision, skill, experience, deadlines, and availability of staff.
- Accompanies the CMS at weekly documentation meetings to evaluate work status to adjust job priorities.
- Keeps abreast of news in the Media and briefs Chiefs of Unit/Supervisor and other colleagues on relevant contents.
- Drafts routine correspondence for the Chief of Unit/Section.
- Assists officers with preparing drafts, briefing notes and background information.
- Files and retrieves office documents.
- Performs other 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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. Tailor language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps a client informed of progress or setbacks in projects. Meets timeline for delivery of product or services to client.

QUALIFICATIONS:

Education: High school diploma is required.

Experience: A minimum of seven (7) years of progressively responsible experience in the field of translating or interpreting or related field is required.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised 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 General Service 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, stepchildren 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:

The work requires the incumbent to accompany the military or staff members on patrols. This includes travelling to different locations and may require working and staying in uncomfortable conditions for long periods of time. Translation of written documents requires sitting down for protracted periods of time.

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

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.