



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	03/01/2020
Post Title	Associate Field Translator (Head of Language Unit)
Level	NO-B (Fixed-term)
Organizational Unit	Language Unit
Location	Kabul HQ
Number of post	01
Issuing Date	23/01/2020
Closing Date	06/01/2020

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Associate Field Translator (Head of Language Unit) will be responsible for managing the programme of work of the Language Unit, including the following duties:

- Assigns tasks to individual staff, taking into consideration productivity, precision, skill, experience, deadline and availability of staff;
- Provides guidance to staff as required, identifying and indicating possible sources and locations for supportive material requested;
- Plans and oversees translations to ensure appropriate prioritization and compliance with established deadlines;
- Reviews and evaluates all translations submitted by relevant departments and clients for accuracy, consistency and referencing; and reviews draft translations of documents with translators to correct errors and provide feedback for accuracy and consistency;
- Resolves translation/editorial issues (i.e. clarification on ambiguities, technical meanings, etc.) through consultation with authors;
- Reviews, edits and proofreads the final drafts of all documents and certifies the translated contents;
- Ensures a high standard of accuracy, consistency and fidelity to the spirit, style and nuances of the original documentation. In addition, the incumbent:
- Translates documents covering a broad range of subjects dealt with by the United Nations, i.e., political, legal, governance, social, economic, financial, administrative and technical, using appropriate terminology and conforming to the required translation standards;
- Provides interpretation services to high-ranking officials of UNAMA in meetings and conferences with Afghan interlocutors;
- Returns all translated documents to the administrative assistant in the Language Unit for posting in the translation database-share drive;
- Trains, motivates and exchanges information with translators for further capacity building;
- Identifies new terminology material, making effective use of the language database and resources (certified dictionaries, software, glossaries, and translated terms and expressions); and makes efforts to further develop the Dari/Pashto glossary of specific terms/expressions for use as reference and facilitating the accuracy and consistency of translation products and interpretation services provided by the Unit; and

- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor's degree or equivalent) and English language, journalism or other relevant fields. Training or prior experience in translation will be strongly considered.

Work Experience: A minimum of one (1) years of progressively responsible/professional and relevant experience in translation language activities, preferably with a government, non-governmental or international organization, is required with a Master's degree OR A minimum of two (2) years of progressively responsible/professional and relevant experience in translation language activities, preferably with a government, non-governmental or international organization, is required with a Bachelor's Degree.

Other Skills: Excellent drafting skills; high standards of accuracy and consistency in translations and interpretations; good grasp of subject matters dealt with by UNAMA; ability to use all sources of reference, consultation and information relevant to translation and interpretation services; and ability to maintain an adequate speed and volume of output, taking into account the complexity of the text and the specified deadline.

Language: Fluency in written and spoken English, as well as Dari or Pashto language is required.

Special Measure: The minimum work experience for NO-B with a relevant Bachelor's degree is reduced to 2 years, instead of the standard minimum requirement work experience of 4 years and to 1 year, instead of the standard minimum requirement work experience of 2 years with a relevant Master's degree, subject to approval of the special measure. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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 perspective and ensuring the equal participation of women and men in all areas of work.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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 clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

MANAGERIAL COMPETENCIES

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly

APPLICATIONS

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_substantive@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Please copy past the VA#03/01/2020 on the subject line of your e-mail.**
- **Applicants should indicate VA Number as VA#03/01/2020 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**

- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

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.