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	:	14 JUNE 2020
DATE OF ISSUANCE	:	15 MAY 2020
FUNCTIONAL TITLE	:	FIELD LANGUAGE ASSISTANT
LEVEL	:	GL-5
SECTION	:	POLITICAL AFFAIRS AND MEDIATION GROUP
LOCATION	:	BELETWEYNE
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOM/PAMG/018/2020/SM

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) based in Beletweyne. The incumbent will report to the Head of Office.

Duties and Responsibilities:

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

- Provides clear and concise verbal communication/interpretation, interfacing between mission officials and local population in support of operations and wider mission activities.
- Translation of high level documents and communications from/to English covering a broad range of subjects dealt with by the United Nations.
- Liaises with counterparts in other sections relating to scheduling and administrative arrangements.
- Keeps abreast of news in the Media and briefs supervisors and colleagues of relevant contents.
- Drafts correspondence for the Supervisor.
- Assists officers with the preparation of drafts, briefing notes, background information and country information.
- Files, retrieves office documents.
- Performs other duties, including driving office vehicles, 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.

- **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.
- **Team work:** 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.

Experience: A minimum of four (04) years of work experience in providing translation/ interpretation services.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required.

Other Skills: Ability to work after working hours, during the weekends and on shift duty. Ability to travel throughout the mission area.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below on or before the deadline. The PHP is on the https://unsos.unmissions.org/jobs. Applications submitted after the deadline **14 June 2020** will not be accepted. **Curriculum Vitaes (CVs) will not be accepted. Only shortlisted applicants will be contacted for interview. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

Email: recruitment-unsoa@un.org

Kindly attach copies of relevant academic cerificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibilty. 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).