



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:	26 JUNE 2018
DATE OF ISSUANCE:	27 MAY 2018
FUNCTIONAL TITLE:	FIELD LANGUAGE ASSISTANT
LEVEL:	GL-5
SECTIONS UNIT:	POLITICAL AFFAIRS AND MEDIATION GROUP
LOCATION:	DHUSAMAREB
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/PAMG/027/2018

### 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 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.

The authorized location for this position is Dhusamareb. However, the selected candidate will be based in Mogadishu temporarily until UN presence is established in Dhusamareb, after which the incumbent will be relocated to Dhusamareb.

### Organizational Setting and Reporting Relationships:

This position is located within the United Nations Assistance Mission in Somalia (UNSOM) Dhusamareb. The incumbent will report to Senior / Political Affairs Officer.

### Responsibilities:

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

- Provides accurate and high quality consecutive and simultaneous interpretation from Somali to English and vice versa. This may include interpretation during high-level meetings, media events and conferences.
- Provides clear and concise verbal communication/ interpretation, interfacing between mission officials and local population in support of operations and wider mission activities.
- Translates high level documents and communications from Somali to English and vice versa 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 and background 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.

**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.

## Qualifications:

**Education:** High school diploma is required.

**Experience:** A minimum of five (05) years of work experience in providing translation/ interpretation services.

**Language:** For this post, fluency in English and Somali is required. Knowledge of other United Nations language is desirable.

**Other skills:** Excellent driving skills are desirable for this post. The incumbent should have a valid driving license issued by the competent authority. The incumbent should also be able to work after normal working hours and on weekends, when requested.

**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 seven years. 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 **26 June 2018** 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.**

**Copy of Valid driving license/ permit. 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).**