



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

Vacancy No.	66/12/2018
Post Title	Assistant Field Translator
Level	NO-A (Fixed-term)
Organizational Unit	Office of the Chief of Staff
Location	Kabul HQ
Number of posts	01
Issuing Date	26/12/2018
Closing Date	09/01/2019

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

The Assistant Field Translator will be responsible for the following duties:

- Assists with the translation of a variety of texts from/to English, Pashto and Dari languages covering a broad range of subjects dealt with by the United Nations, i.e., political, social, legal, economic, financial, administrative, scientific and technical; respecting deadlines and using appropriate terminology. The supervisor revises the finished products;
- Provides interpretation (consecutive and simultaneous) to UNAMA officials including its principals in meetings and conferences;
- Assists with reviewing the translated documents and in matters of terminology and style to ensure uniformity and quality;
- Assists with resolving translation/editorial issues (i.e. clarification on ambiguities, technical meanings, etc.) through consultation with authors.
- Supports the work of the unit in aiming at high standard of accuracy, consistency and fidelity to the spirit, style and nuances of the original;
- Seeks to abide by established terminology and usage and ensures, as far as possible, consistency with other translators working on similar documents.
- Uses all sources of reference, information and consultation relevant to the text at hand and carries out any research required;
- Adopts and maintains a certain speed and volume of output, taking into account the difficulty of the text and the specified deadlines;
- Contributes to identifying new terminology material for the consideration of revisers and terminology managers;
- Discusses with the Head of Language Unit any translation-related issues in view of best practices;
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor degree or equivalent) from a university or an institution of equivalent status.

Work Experience: Work experience is not required with a relevant Master's degree. A minimum of one (1) year of progressively responsible relevant experience in translation is required with a Bachelor degree.

Languages: Fluency in English and Dari languages is required. Proficiency in Pashto is desirable.

Special Measure: The minimum work experience for NO-A with a relevant Bachelor

degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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 very good attention to detail; incorporates a gender perspective in all areas of work.

Good knowledge of basic human rights-related issues and principles and recommended actions. Good knowledge and understanding of approaches to human rights-related work such as principles of do no harm, confidentiality, and informed consent. Knowledge of case-based work. Knowledge and understanding of interpersonal dynamics and political sensitivities needed for work with a wide range of stakeholders.

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.

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.

Accountability: Takes ownership of all responsibilities and honours 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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

APPLICATIONS

- 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.
- **Applicants should indicate VA Number as VA#66/12/2018 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.