



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

Vacancy No.	24/03/2016
Post Title	Language Assistant
Level	GL-4 (Fixed-term)
Organizational Unit	Language Unit
Location	Mazar Field Office
Number of post	01
Issuing Date	03/03/2016
Closing Date	17/03/2016

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

Under the direct supervision of PAO and overall supervision of Head of Office he/she will perform the following duties:

- Provides accurate oral translation in meetings between UNAMA Political/Civil Affairs Section and authorities, representatives from civil societies and influential people;
- Provides accurate translation of documents covering subjects dealt with by UNAMA Northern region;
- Provides interpretation of speeches and statements, Pashto and Persian languages from English and vice versa;
- Provides timely and accurate translation of incoming and outgoing correspondence from and to Afghan governmental departments, organizations of civil society and personalities;
- Assists his/her colleagues from Political Affairs Unit in monitoring political and security developments in the Northern region as well as gathering and analyzing information from diverse sources;
- Keeps abreast of media news and briefs supervisors and colleagues of relevant contents;
- Arranges meetings between UNAMA and local authorities and other governmental departments;
- Assists HoO in field missions through appropriate interpretation and liaises with the concerned local authorities;
- Receives and logs all incoming and outgoing mails and distributes to the concerned offices and units; assists in drafting routine correspondence for the Supervisor;
- Maintains chronological files for all incoming and outgoing correspondence;
- Takes messages from visitors and dispatches to the staff members in the staff member's absence;
- Performs any other duties, as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma is required.

Work Experience: A minimum of three (03) years of experience in providing interpretation/translation services.

Languages: Fluency in written and spoken English, Dari and Pashto.

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.

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.

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_mazar@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title 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.**

Qualified female candidates are encouraged to apply

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

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.