United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL
UNITAD

JOB POSTING DETAILS

Posting Title: Assistant Field Interpreter, NOA
Opening Number: UNITAD-2021-NPO-007
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Erbil
Type of Contract: Temporary Job Opening
Duration of Contract: Through 30 September 2021 with possible extension
Posting period: 25 February 2021- 10 March 2021

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:
UNITAD invites all interested and qualified candidates to apply for the announced position.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.
Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:
This position is located within the United Nations Investigative Team for Accountability of Da'esh / ISIL (UNITAD) and will be based in Erbil, Iraq. The Assistant Field Interpreter will report to the Head of Field Investigation Unit 5.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

Responsibilities
Within limits of delegated authority, the Assistant Field Interpreter, may be responsible for the following duties:

- Assists in facilitating communication between two parties that do not speak a similar language by interpreting between local language(s) and the designated UN working language(s).
- Attends meetings and assists interpreters to mediate discussions.
- Assists in relaying concepts and ideas between languages.
- Assists in interpreting spoken communication to sign language, for hearing impaired audience.
- Assists senior officials in converting written materials from one language into another, such as books, publications, or web pages.
- Creates a new text in the target language that reproduces the content and style of the original.
- Edits and proofreads text to accurately reflect the language.
- Uses dictionaries and glossaries for reference.
- Assists with the application of computer assisted translation.
- Facilitates communication for people with limited English proficiency.
- Assists interpreters in translating languages at meetings and conferences.
- Interprets both legal terminology and colloquial language.
- Reads aloud documents in a language other than that in which they were written.
- Assists translators in translating materials and documents into another language.
- Accompanies foreign visitors and facilitates communication between the receiving party and visitors.
- Adapts a product or service for use in a different language and culture.
- Performs other duties as require.

**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. Takes responsibility for incorporating gender perspectives 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 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.

**Education**

A first level degree from a university or an institution of equivalent status.

**Work Experience**

A minimum of one to two years of progressively responsible relevant experience in language interpretation.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic is required. Fluent in Kurdish is desirable.

**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.
**United Nations Considerations:**

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.