

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: **Interpreter / LICA3**
Contractual Status: **Local - LICA 3 (UNOPs) - (two positions)**
Duration of the Contract: **6 months**
Duty Station: **Dohuk- Iraq**

Date of Issue: 21 February 2017

Deadline for applications: 28 February 2017

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The incumbent will be directly supervised by a Resettlement Expert. S/he will also work in coordination with an international Resettlement caseworker.

The incumbent will not be involved in decision-making, but will be essential in the transfer of information between UNHCR's persons of concern and resettlement staff. Poor quality of translation would jeopardize these persons access to durable solutions and other essential services. Failure to adhere to confidentiality guidelines could expose persons of concern to harm, damage UNHCR's relationship with persons of concern, and jeopardize future access to durable solutions for other persons of concern.

The incumbent of the position will be responsible for:

1. Simultaneous and consecutive interpretation between Kurdish, English and Arabic during interviews, meetings, and counselling sessions.
2. Accurate translation of documents related to UNHCR's protection work.
2. Interpretation and/or translation of newspapers, written reports, magazines etc.
3. Interpretation of oral conversations, discussions and interviews.
4. Responding to queries relating to the area of responsibility.
5. Assisting the protection unit in any other duties required.

The incumbent will undertake the following responsibilities under the direct supervision of the Resettlement Expert in SO Dohuk

Responsibility:

- Interprets and/or translates from newspapers, written reports, magazines etc.;
- Interprets oral conversations, discussions and interviews especially when attending meetings with high ranking officials, diplomats and others;
- Travels with international staff on their missions to the field for interpretation and other assistance, as needed;
- Arranges meetings, both internal and external, some involving high-ranking officials and takes minutes/notes;
- Meets official personnel at the airport and facilitates immigration and customs formalities;
- Responds to queries relating to the area of responsibility;
- Performs other duties as required

REQUIRED COMPETENCIES

- Political and Organization Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Post-secondary training/certificate in Business Administration, Secretarial Work, Translation or related field
- A total of 3 years of relevant job experience.

LANGUAGE:

- Excellent knowledge of English and fluency in Arabic and Kurdish (written/oral/comprehension).

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Minimum 3 years of relevant work experience
- Strong communication skills.
- IT skills including word processing and typing skills in English and Arabic.
- Experience using databases.
- Attention to detail.
- Translation skills



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

- Previous experience working with refugees.
- Ability to work patiently with people from different backgrounds.
- Highly motivated with a strong interest in humanitarian work.
- Dynamic, energetic, and able to manage work pressure.
- Adaptable, flexible, and able to work well as part of a team.

Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irqerbad@unhcr.org

Please indicate the post title you are applying for in the subject.

Please note that shortlisted candidates maybe requested to set for a written test.

Only short-listed applicants will be contacted, and engagement is needed immediately.

UNHCR IRAQ

