



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**

RE-ADVERTISEMENT

**APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR THIS VACANCY ANNOUNCEMENT REF.NO.
UNSOM/PAMG/054/2016 NEED NOT RE-APPLY**

DEADLINE FOR APPLICATIONS:	27 FEBRUARY 2017
DATE OF ISSUANCE:	28 JANUARY 2017
FUNCTIONAL TITLE:	FIELD LANGUAGE ASSISTANT
LEVEL:	GL-5
SECTION:	POLITICAL AFFAIRS AND MEDIATION GROUP (PAMG)
LOCATION:	KISMAYO
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/PAMG/001/2017

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 on-line as soon as possible after the job opening has been posted and 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.

Organizational Setting and Reporting Relationships:

This position is located in Kismayo. The incumbent will report to the Head of the UNSOM Kismayo Office.

Duties and Responsibilities:

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

- Provides clear and concise verbal communication/interpretation, interfacing between mission officials and local population in support of operations and wider mission activities.
- Translation of high level documents and communications from/to English covering a broad range of subjects dealt with by the United Nations.
- Liaises with counterparts in other sections and support the performance of other administrative tasks.
- Keeps abreast of news in the Media and briefs supervisors and colleagues of relevant contents.
- Drafts routine correspondence for the Supervisor.
- Assists officers with the preparation of drafts, briefing notes and background information.
- Files, retrieves office documents.
- Performs other duties 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. 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 supervisor as well as the team 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. Ability to work after working hours, during week-ends and on shift duty. Ability to travel throughout the mission area and to relocate from one position to another.

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

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

Assessment:

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a 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 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

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 **27 February 2017 will not be accepted. CVs will not be accepted.**

Email: 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, High School Diploma Certificate, Passport and or National Identification Card. 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).

