



**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

DEADLINE FOR APPLICATIONS: 12 AUGUST 2018
DATE OF ISSUANCE: 13 JULY 2018
FUNCTIONAL TITLE: FIELD LANGUAGE ASSISTANT
LEVEL: GL-5
SECTIONS UNIT: POLITICAL AFFAIRS AND MEDIATION GROUP
LOCATION: KISMAYO
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/PAMG/ 034/2018/SM

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 position is on a local basis. The candidates are 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 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 within the United Nations Assistance Mission in Somalia (UNSOM) in Kismayo. The incumbent will report to the Head of Office or his/her Deputy, and may be assigned to other sections as required on a day to day basis.

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 local languages (s) to designated UN working language(s) and vice versa covering a broad range of subjects dealt with by the United Nations.
- Liaises with counterparts in other sections relating to scheduling and administrative arrangements.
- Keep abreast of news in the Media and briefs supervisors and colleagues of relevant contents.
- Drafts 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 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 other's 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.

Experience: A minimum of four (04) years of work experience in providing translation/ interpretation services.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English (oral and written), is required. Knowledge of other United Nations languages is desirable. Fluency in Somali, both oral and written - to be able to interpret/translate into and from English - is required

Assessment Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

How to Apply:

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 **12 August 2018** 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, Degree Certificate, Passport and or National Identification Card.

These are required as part of your application for consideration of eligibility. Please note
Criminal Investigation Department (CID) and National Intelligence and Security Agency (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).