
JOB POSTING DETAILS

Posting Title:	Field Language Assistant, GL-5
Job Code Title:	Field Language Assistant
Opening Number:	OSESGY-2017-NJO-019 (Sana'a)
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Fixed Term
Duration of Contract:	One (1) Year Renewable
Posting period:	Two (2) Weeks

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. 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.

Org. Setting and Reporting:

This position is located in the Security Sector Reform Section of the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) in Sana'a. The Team Assistant will report to the Senior Security Sector Reform Officer.

Responsibilities:

The Field Language Assistant is responsible for providing clear and concise verbal and written communication and interpretation. Attention to details is crucial, along with understanding what is being communicated in both languages. S/he must be able to clearly express ideas and thoughts with the ability to reproduce statements in another language for unique listening or reading audience. Within the limits of delegated authority, the Field Language Assistant will:

- Provide clear and concise verbal communication/interpretation, interfacing between mission and local officials and/or the Mission and local population in support of mission activities and as required by the supervisor;
- Translate from/to English high level documents and communications covering a broad range of subjects dealt with by the United Nations;
- Liaise with counterparts in other sections relating to scheduling and administrative arrangements;
- Keep abreast of news in the Media (including social media), specifically following security-related developments, and briefs supervisors and colleagues on relevant content;
- Occasionally retrieves specific information as required by the operational priorities of the Section or the Office;
- Draft routine correspondence for the supervisor;
- Assist officers with the preparation of draft documents, briefing notes and background information;
- File, retrieve office documents;
- Perform 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for

contingencies when planning; Monitors and adjusts plans and actions as necessary and uses time efficiently.

Education:

A High school or equivalent diploma is required. A diploma in translation services is desirable.

Work Experience:

A minimum of five (5) years of work experience in providing translation services is required. Experience in translation of security-related (military or civilian) content is desirable. Other experience with the security sector is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

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.