
JOB POSTING DETAILS

Posting Title:	Interpreter/Translator
Job Code Title:	Associate Field Interpreter
Opening Number:	OSESGY-2018-NJO-006
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Individual contract
Duration of Contract:	two (2) months
Posting period:	10 days

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.

This Job Opening is *for an initial period of two (2 months)*. Any extension of contract is subject to availability of funds.

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 Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) and based in Amman. The Translator/Interpreter will report to the Chief of Staff through the Translator/Interpreter at higher level.

Responsibilities:

Within the limits of delegated authority, the Translator/Interpreter will be responsible for performing the following duties:

- Translates from Arabic to English and vis versa subject to revision, a variety of texts covering a broad range of subjects dealt with by the United Nations, i.e., political, social, legal, economic, financial, administrative scientific and technical; respecting deadlines and using appropriate terminology;
- Assists in matters of terminology and style to ensure uniformity and quality;
- Resolves translation/editorial issues (i.e. clarification on ambiguities, technical meanings, etc.) through consultation with authors.
- Aims at high standard of accuracy, consistency and fidelity to the spirit, style and nuances of the original;
- Observes the established terminology and usage and ensures, as far as possible, consistency with other translators working on similar documents.
- Uses all sources of reference, information and consultation relevant to the text at hand and carries out any research required;
- Maintains a certain speed and volume of output, taking into account the difficulty of the text and the specified deadlines;
- Identifies new terminology material for the consideration of revisers and terminology managers;
- Perform other duties as required.

Education:

A first-level degree from a university or institution of equivalent status is required.

Work Experience/Skills:

A minimum of three years of internationally recognized professional translation and interpretation experience in an international organization, non-governmental organization, or within the United Nations common system (inclusive of peacekeeping, political missions and UN agencies, funds, and programs). Ability to demonstrate a high level of concentration; split-second accuracy. Ability to work under continuous stress and deliver clear interpretation on an exceedingly broad range of subjects.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised perfect command of Arabic, which must be the candidate's primary language, is required. Excellent command of English is required. Other UN official languages would be an asset.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

