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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Interpreter, G-5 (multiple posts)</b>
<b>Job Code Title:</b>	<b>Interpreter</b>
<b>Opening Number:</b>	<b>UNMHA-2019-NJO-014</b>
<b>Department/Office:</b>	<b>United Nations Mission to Support the Hudaydah Agreement - UNMHA</b>
<b>Location:</b>	<b>Hudaydah, Yemen</b>
<b>Type of Contract:</b>	<b>Temporary appointment</b>
<b>Duration of Contract:</b>	<b>Six Months</b>
<b>Posting period:</b>	<b>2 – 11 June 2019</b>

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

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### **Special Notice:**

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### **Org. Setting and Reporting:**

The position is located in the Office of Deputy Head of Mission and Director of Coordination of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Hudaydah, Yemen and will report to the Interpreter, at the P3 level.

### **Responsibilities:**

Major duties and responsibilities. Describe in order of importance *what* is done and *how* it is done.

- Provides simultaneous and consecutive interpretation in local language to English and vice versa, at official meetings and conferences

- Translate texts on a broad range of subject matter from Arabic to English and vice versa with a high standard of accuracy and fidelity to the meaning of the original text.
- Serves as interpreter at seminars, speeches, meetings, and teleconferences, providing consecutive or simultaneous translation between Arabic and English.
- Proofreads and edits written material to ensure grammaticality, coherence and consistency using established terminology.
- Send final product to Supervisor for revision.
- Ensure confidentiality and impartiality.
- When required takes the minutes of meetings for distribution to designated officials;
- Performs other relevant duties as requested.

### **Core Competencies:**

**Professionalism:** Shows ability to complete in-depth studies and reach conclusions on possible causes and solutions to political problems in specific areas and/or countries; Shows ability to relate to various issues and perspectives to political, social, economic and humanitarian programmes in affected countries and areas; 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; Uses time efficiently.

### **Education:**

Completed secondary school education with formal studies of the English language;

- University degree in English language, specialization in translation would be desirable

### **Work Experience:**

- Minimum 4 years' experience in interpretation and translation;

### **Languages:**

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

**Assessment:**

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