
JOB POSTING DETAILS

Posting Title:	Field Language Assistant, G-5 (multiple posts)
Job Code Title:	Field Language Assistant
Opening Number:	UNMHA-2021-NJO-021
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Hudaydah, Yemen
Type of Contract:	Fixed- Term Appointment
Duration of Contract:	one year
Posting period:	16 June- 10 July 2021

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

Special Notice:

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. Only Yemeni nationals are eligible to apply to this position.

Org. Setting and Reporting:

The position is located in the Office of Liaison and Coordination Mechanism /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 Field Interpreter, at the P3 level.

Responsibilities: Within delegated authority, the Field Language Assistant will be responsible for the following duties.

- Provides simultaneous and consecutive interpretation in local language to English and vice versa, at official meetings and conferences
- Translation of high-level documents and communications from local language(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.

- Keeps 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.

Core Competencies:

Professionalism: Shows ability in providing verbal and written communication and interpretation from local language(s) to designated UN working language (s). 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. Reproduce statements in another language for unique listening or reading audience; 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:

High school diploma with formal studies of the English language is required; University degree in English language, specialization in translation would be desirable

Work Experience: .

A minimum of five (05) years of work experience in providing translation/interpretation services. A minimum of two (2) years of work experience in International Organizations would be 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:

Evaluation of qualified candidates may include an assessment exercise oral and written which may be followed by a competency-based interview.