



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR REPRESENTATION IN INDONESIA VACANCY NOTICE

No. 20/INSJA/001- IC

Functional Title	: 1 Interpreter with proven language skills in Somali
Category & Level	: Individual Contractor / Affiliate Workforce Contract
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 01 June 2020
Duration	: Initially until 31 December 2020 (subject to availability of funds)
Salary	: 600 USD per month
Closing Date	: 26 May 2020

Duties and Responsibilities

UNHCR is interested to hire qualified interpreter in Somali language in combination with English and preferably Bahasa Indonesia. Under the direct supervision of the Senior Protection Assistant within the Registration Section in the Protection Unit, and the overall supervision of the Refugee Status Determination (RSD) Officer and Senior Protection Officer, the incumbent will perform the following duties:

1. Translate documents and other information from newspapers, written reports, magazines, etc. from Somali, into English;
2. Interpret oral conversations, discussions, and interviews from Somali, into English;
3. Support the registration process for new asylum seekers with interpretation services;
4. Support the other staff members to perform other clerical duties within the Registration Section with provision of translation services
5. Accompany more senior staff members to travel on missions to field locations for interpretation, registration and other assistance, as needed;
6. Assist other staff members, with interpretation and translation services, in responding to queries relating to their area of responsibility;
7. Perform any other duties as required.

Qualifications/Requirements

Education: Minimum completion of secondary education with certification, but preferably Interpretation/Translation, Language, Business Administration, Secretarial Work, or other related field.

Experience: Three (3) years' experience in practising the Somali language (for example community interpreters); Experience working in a multi-cultural environment or international context is an added asset.

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence, or other form of regulated stay in the country.

Languages: Excellent knowledge of English (written and spoken) and fluency in Somali.



Desirable Skills in: Good and sound knowledge of Bahasa Indonesia will be considered as comparative advantage, Interpretation/translation; communication; computers; ability to work effectively in a team.

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.
.....

Candidates who wish to be considered for this vacancy should send their **motivation letter, CV and signed Personal History/P.11 form** (available at <http://www.unhcr.org/id/en/job-opportunities>) to UNHCR Indonesia at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via e-mail to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 26 May 2020

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for tests will be notified.
.....

Jakarta, 12 May 2020