

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

EXTERNAL VACANCY NOTICE

Title of Position:	Senior Interpreter Assistant – 3 vacant positions
Contract type:	UNOPS Individual Contractor Agreement
Category & Level:	LICA-5 (equivalent of G5)
Location:	Romania (Suceava, Galati and Iasi)
Closing Date:	21 March 2022 at 00:00

1. Organizational Setting and Work Relationships

The Senior Interpreter Assistant normally report to a higher level local or international staff. The incumbent supports the operation with translation and interpretation related activities. S/he has frequent contacts involving the exchange of a wide range of information some of which may be complex. The incumbent may supervise Interpreter Assistants.

All UNHCR workforce members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

2. Duties

- Perform oral interpretation during interviews conducted for registration, refugee status determination (RSD), resettlement (RST) and general protection activities.
- Interpret oral conversations, discussions and counselling sessions with refugees and asylum-seekers, including psycho-social counselling, and other counselling sessions with vulnerable and/or traumatized individuals.
- Interpret at public meetings or events, as required.
- Interpret and/or translate from hand-written reports and applications, certificates, documents, newspapers, magazines etc.
- Translate documentation and correspondence from local languages into English and/or Arabic and vice versa.
- Support the RSD-RST unit with coordination, preparing interview schedules and setting interviews communication.
- Assist with contacting persons of concern to UNHCR via telephone, upon the request of RSD and/or RST caseworkers.
- Travel with UNHCR I staff on their missions to the field for interpretation and other assistance, as needed.
- Provide other support to the RSD/RST teams and performs clerical duties to support RSD, RST and general protection caseworkers (such as scanning, copying, retyping translations and/or interview transcripts).

- Assist other units, including the public information and external relations units regarding interpretation and translation.
- Perform other related duties as required.

3. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Business Administration Secretarial

Relevant Job Experience

Essential

Minimum 2 years of professional job experience. Ability to work with people from different cultural backgrounds.

Desirable

Not specified

Functional Skills

*IT-Computer Literacy;
MS-Translation;
CO-Cross cultural communication;
TI-Interpretation;*

Language Requirements

Knowledge of English and Russian or Ukrainian are mandatory (knowledge of main language of the country)

4. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

*Accountability
Communication
Organizational Awareness*

Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Managing Performance

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Political Awareness

5. Additional Information

Candidates must be legally present in Romania at the time of recruitment and hire. Only applicants with fluent English and Russian or Ukrainian will be shortlisted.

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter and CV by e-mail with **“LAST name – VN/ROMBU/2022/002 – Senior Interpreter Assistant”** in the subject line to: rombupst@unhcr.org by **21 March 2022**.

This appointment is subject to proof of vaccination against Covid-19 with WHO approved vaccine, medical clearance and satisfactory reference checks. In this connection we would be grateful if you could contact the UNHCR Medical Service to make an appointment (tel. +41 22 739 7012). Your appointment will be effective upon completion of the above-mentioned formalities.

Shortlisted candidates may be required to sit for a test. Only short-listed candidates will be notified. Not signed, incomplete and late applications will not be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training) or any other fees.

All UNHCR workforce members must individually and collectively, including in particular when supervising others, contribute towards a working environment where each person feels safe, and empowered to perform their duties by demonstrating no tolerance for sexism, gender inequality, discrimination, abuse of power, harassment including sexual harassment, and sexual exploitation and abuse. As individual workforce members and as managers, all must be proactive in preventing inappropriate conduct, support ongoing dialogue on these matters and take these issues seriously by speaking up and seeking guidance and support from relevant UNHCR resources, as well as, when required/appropriate, report, for corrective action to be taken, whilst considering a victim-centered-approach.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.