



**United Nations Assistance Mission for Afghanistan (UNAMA)**

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	23/04/2023
<b>Post Title</b>	Assistant Field Translator
<b>Level</b>	NO-A (Fixed-term appointment)
<b>Organizational Unit</b>	Office of the Chief of Staff
<b>Location</b>	Kabul HQ
<b>Number of posts</b>	01
<b>Issuing Date</b>	11/04/2023
<b>Closing Date</b>	25/04/2023
<b>Duration</b>	One (1) year

**Qualified female candidates are highly encouraged to apply**

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

**DUTIES AND RESPONSIBILITIES**

Within delegated authority, the incumbent will be responsible for the following:

- Assists with translation of a variety of texts from/to English, Dari, and Pashto languages (mainly from/to English and Pashto) covering a broad range of subjects dealt with by the United Nations, i.e., political, legal, economic, financial, administrative and technical.
- Attends meetings and assists translators to mediate discussions.
- Provides interpretation (consecutive and simultaneous) to UNAMA officials including its principals in meeting and conference.
- Assists senior officials in converting written materials from one language into another, such as books, publications, or web pages.
- Creates a new text in the target language that reproduces the content and style of the original.
- Assists with reviewing the translated documents and in matters of terminology and style to ensure uniformity and quality.
- Uses all sources of reference, information, and consultation relevant to the text at hand and carried out any research required.
- Assists with the application of computer assisted translation.
- Adopts and maintains a certain speed and volume of output, taking into account the difficulty of the text and the specified deadline.
- Facilitates communication for people with limited English proficiency.
- Assists translators in translating languages at meetings and conferences.
- Interprets both legal terminology and colloquial language.
- Reads aloud documents in a language other than that in which they were written.
- Assists translators in translating materials and documents into another language.
- Accompanies foreign visitors and facilitates communication between the receiving party and visitors.
- Adapts a product or service for use in a different language and culture.
- Performs other duties as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced university degree (Master's degree or equivalent) in English language, literature, journalism or other related fields is required. A first-level university degree in combination with 2 years of qualifying experience may be accepted in lieu of the advanced university degree. Training or prior experience in translation will be highly considered.

**Work Experience:** Relevant years of work experience is not required for applicants with a relevant master's degree to the position advertised. However, for the applicants with a relevant bachelor's degree a minimum of 2 years progressively responsible/professional and relevant experience in translation language activities, preferably with government, non-governmental or international organization is required.

**Other Skills:** Good writing skills; high standards of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text; good grasp of the subject matter; ability to use all sources of reference, consultation and information relevant to the task at hand; ability to maintain an adequate speed and volume of output, taking

into account the difficulty of the text and the specified deadline, ability to operate computer particularly typing in English and Dari/Pashto languages.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Pashto/Dari is required.

#### UN CORE VALUES AND COMPETENCIES

**Professionalism:** Shows persistence when faced with difficult problems or challenges. 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.

**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 & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; 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.

#### APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: [unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#23/04/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#23/04/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.
- Only applicants who are short-listed will receive an acknowledgement within four (4) to six (6) weeks from the deadline indicated on the VA.

#### **Required documents to be submitted along with the signed and completed UN P.11:**

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

#### **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 in applicants bank account.

**Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or**

**dismissal from the United Nations.**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.