



### Temporary Job Opening

<b>Vacancy Number:</b>	<b>22/009 (Re-advertised)</b>
<b>Deadline for Application:</b>	<b>10 January 2023</b>
<b>Date of Issuance:</b>	<b>27 December 2022</b>
<b>Position Title:</b>	<b>Field Language Assistant</b>
<b>Position Level:</b>	<b>G-3</b>
<b>Position Number:</b>	<b>General Temporary Assistance</b>
<b>Duty Station:</b>	<b>Ramallah</b>

**Qualified Female Candidates are strongly encouraged to apply**

This is a temporary vacancy available for 3 months with a possibility of extension.

#### **Organizational Setting and Reporting**

This position is located in the Regional Affairs Unit in the Office of the United Nations Special Coordinator for the Middle East Peace Process (UNSCO). The incumbent reports to the Regional Affairs Political Officer in Ramallah.

#### **Description of Duties and Responsibilities:**

Within delegated authority, the Field Language Assistant is responsible for the following duties:

- Assists in providing clear and concise verbal communication/interpretation from local language(s) to designated UN working language(s), interfacing between mission officials and local population in support of operations and the wider mission activities.
- Assists in the translation of documents 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.
- Assists in liaising with counterparts in other sections and outside interlocutors relating to scheduling and administrative arrangements.
- Keeps abreast of news in the Media, briefing the Supervisor and unit colleagues of relevant contents.
- Assists officers with preparing drafts, briefing notes and background information.
- Performs other duties as required.

#### **Competencies**

**Professionalism:** 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing other's ideas and expertise; is willing to learn from Others ; Places team agenda before personal agenda; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; Shares credit for team accomplishment and accepts joint responsibility for team shortcomings.

### **Qualifications:**

#### **Education:**

- High school diploma is required.

#### **Experience:**

- A minimum experience of 2 years of experience in language services work (interpretation/translation).

#### **Languages:**

- English and French are the working languages of the United Nations. Fluency in English (oral and written) is required.
- Fluency in Arabic to be able to interpret/translate into English is required.

#### **Other:**

- Proficiency Microsoft Office suite including Word, PowerPoint and Excel is required.

### **Assessment Method:**

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

### **Note to applicants:**

- ***APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED***
- ***ONLY APPLICATIONS SUBMITTED THROUGH EMAIL [unsco-va@un.org](mailto:unsco-va@un.org) WILL BE CONSIDERED***
- ***ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT***

#### **How to Apply. Applications that do not comply with the below standards will not be considered:**

- UNSCO Jobs page <https://unsco.unmissions.org/jobs> includes all current Job Openings (JOs).
- Download a [Personal History "P.11"](#) form. **Any other form of application is not accepted.**
- Save your Personal History Form (P.11) and e-mail it to [unsco-va@un.org](mailto:unsco-va@un.org). All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable criteria.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

#### **United Nations Considerations**

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN 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 UNO - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

**At your interview:** To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>