



UN CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

The United Nations and African Union Mission in Darfur (UNAMID) is seeking qualified candidates for the following position:

*Before the submission of your application, please refer to the **Qualifications and Experiences and Competencies** sections below, and ensure that you have met the minimum requirements as mentioned.*

VA No.: UNAMID-ELD-12-001	VA Date: 01 November 2012	Application Deadline: 15 November 2012
Post Title: Language & Community Liaison Assistant	Grade: GL-4	Duty Stations: El-Daein

Duties and responsibilities:

Under the supervision of the Civil Affairs Team Leader or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

- Provide interpretation from Arabic/local dialects into English and vice-versa.
- Provide translation from Arabic into English and vice-versa.
- Produce self-revised translations from Arabic into English and vice-versa.
- Support civil affairs activities in the establishment of State-wide early warning networks in communities identified as vulnerable, liaise with those communities and closely monitor and report on protection of civilian (POC) needs of those communities.
- Support civil affairs activities related local-level and inter-communal conflict resolution and reconciliation efforts, and assist in gathering information that will help to develop plans to strengthen and bolster traditional community mechanisms to lower tensions and address root causes of conflict before they develop into violence.
- Maintain a high standard of accuracy, consistency, and fidelity to the spirit, style and nuance of the original; in compliance with established UNAMID terminology.
- Identify and prepare a list of new terminological material for the consideration of senior staff members.
- Prepare and draft correspondence in Arabic, local dialects and English.
- Maintain filing and archiving systems of relevant materials pertaining to the office.
- Provide efficient, comprehensive and timely administrative support to the planning and organization of workshops, seminars, and meetings in support of the section work plans.
- Support the functions of the Office Assistant in his/her absence as required.
- Perform other duties as directed by the Team Leader or his/her designate.

Qualifications and Experience:

- **Academic Background:** Completion of High School Education or equivalent with a diploma/certificate in translation/interpretation. Diploma in Arabic and English Languages.
- **Relevant working experience:** At least four (4) years of professional experience in translation/interpretation. Experience working with local communities, CBOs and NGOs. Knowledge of local level traditional conflict resolution mechanisms would be a distinct advantage. Experience and knowledge of the civil affairs mandate and work in conflict situations will be an added advantage.
- **Language:** Fluency in both written and oral English as well as Arabic. Knowledge of regional dialects an asset.

Competencies:

- **Professionalism:** Ability to manage processes, maintain accurate records, interpret/analyze a wide variety of data; 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 references, consultation and information relevant to text at hand; ability to maintain an adequate speed and volume of output, taking into account the difficulty of the text and the specified deadlines.
- **Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with office colleagues, and local communities.
- **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.
- **Planning and Organizing:** Demonstrated effective organizational skills and ability to handle own work in an efficient and timely manner.
- **Commitment to Continuous Learning:** Initiative and willingness to keep abreast of new developments in the language and administrative fields
- **Technological awareness:** Ability to operate a computer with MS Word, Excel Power Point and Databases.

HOW TO APPLY

Interested and qualified applicants should submit their applications together with The United Nations Personal History form ([P-11](#)) and/or CV and copies of previous employment certificate(s) by ONE of the following methods:

By Email to : unamidva-nyl@un.org

By Hand: Deliver to: UNAMID Regional Office in El Daein HQ.

Note: All applicants **MUST** indicate the **VA No., Post Title and name of Duty Station** of which they are applying, on the subject line [by email] or in a sealed envelope [by Mail/by Hand].) e.g. **UNAMID-12-001 Language and Community Liaison Assistant (GL-4)**.

Do not submit original certificate(s) with the application. In line with the UN policy on gender balance, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.