



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.: <b>UNAMID-12-007</b>	VA Date: <b>08 October 2012</b>	Application Deadline: <b>23 October 2012</b>
Post Title: <b>Language Assistant Human Rights Section</b>	Grade: <b>GL-4</b>	Duty Stations: <b>El Fasher Team Sites (Kutum and Shangil Tobayi )</b>

**Duties and responsibilities:**

Under the supervision of the Unit Chief 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.
- 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.
- Perform other duties as directed by the Supervisor.

**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.
- **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 Data bases.

#### 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-elf@un.org](mailto:unamidva-elf@un.org)

**By Hand:** Deliver to: UNAMID Regional Office in El Fasher HQ at ARC or Super Camp.

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-12-007 Language Assistant (GL-4) Human Rights Section.**

***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.**