



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-NPO-09-031

VA Issuance Date: 8 November 2009

Deadline for Applications: Open ¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<i>Title: Translator (Electoral)</i>	<i>Grade: NPO (NOB) ³</i>	<i>Region (please indicate preference in application): Juba</i>
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply ²</i>		

¹ Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

³ Locally-recruited General Service (GS) staff interested in applying for a National Professional Officer (NPO) post must meet the minimum requirements of the post, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. If selected, the GS staff member will be required to resign his/her current post before taking up the NPO post. There will be no break in service between the two types of appointments.

Duties and responsibilities:

Within the UNMIS Electoral Assistance Division, and under the supervision of the External Relations Adviser or his/her duly designated representative, the incumbent shall perform the following duties:

Translate a wide range and variety of documents (including , but not limited to, official correspondence, provisions of applicable legislation, press releases, newspaper articles, excerpts from publications, etc.) from Arabic to English and English to Arabic in such a manner that the translation will be a finished product ready for use and dissemination, as required.

- Resolve language and translation issues (i.e. clarification on ambiguities, technical meanings, etc.) in documents, rules, regulations, etc. through consultation with authors
- Assist in matters of terminology and style to ensure uniformity and quality of documents produced by the unit.
- Attend meetings as part of a team, take notes either directly from statements delivered in English and Arabic or from the interpretation and subsequently use the notes to produce draft summary records.
- Provide oral language support , interpreting and translation services to the unit, as needed
- Perform other related duties as required.

Competencies:

Professionalism: Sound Translation skills and drafting ability; general vocabulary of a level and range appropriate to the contents and intended use of the text in hand; ability to use all sources of reference, consultation and information relevant to text at hand; ability to maintain a reasonable speed and volume and output relative to the difficulty of the text and the specified deadline.

Planning and Organizing: Ability to plan and organize own work; ability to work long hours; ability to work under pressure in a politically sensitive environment and exercise discretion, impartiality, and neutrality

Client Orientation: ability to identify client needs, develop appropriate solutions and establish and maintain productive partnerships with clients

Commitment to Continuous Learning: Commitment to pursuing in-service training to acquire the ability to perform at higher levels of difficulty and complexity.

Teamwork: Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity

Communications: Good interpersonal and written and oral communication and presentation skills

Technological Awareness: experience in using translation technology and word-processing packages; proficiency in standard computer hardware (desktop, laptop, printer) and software (word-processing, e-mail, spreadsheets)

Qualifications:

Education: University Degree in languages, education or related field; or translator/interpreter diploma from a recognized university or institution.

Experience: At least four (4) years for candidates with Bachelors Degree and two (2) years with Masters Degree of progressively responsible professional experience in translation/revision/interpretation; demonstrated proficiency in English/Arabic. Experience with UN/NGO or other International bodies an added asset.

Language: Excellent command of English and a thorough knowledge of Arabic; knowledge of other languages spoken in Sudan, especially Southern Sudan and/or Darfur will be an asset.

Other Skills: Commitment to UN core values of integrity, professionalism, and respect for diversity.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form (P-11);
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (2) most recent performance evaluations.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.G: UNMIS-NPO-09-031

National Professional Officers: unmis-recruitmentnpo@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid.

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200