



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-09-084

VA Issuance Date: 8 November 2009

Deadline for Applications: Open¹

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

Title: Language Assistant	Grade: GL - 4	Region (please indicate preference in application): Malakal, Kadugli, Ed Damazin, Rumbek
POST OPEN FOR SUDANESE NATIONALS ONLY		
Women are strongly encouraged to apply ²		

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.

Duties and Responsibilities:

Under the supervision of the Head of Section and/ or the designated supervisor, the incumbent will perform the following functions:

- Provide oral interpretation/translation at meetings and conferences with senior community leaders and UN Officials from Arabic/local dialects into English and vice/versa;
- Provide written and oral translation of materials relevant to UNMIS mandate;
- Coordinate and schedule meetings, and prepare minutes if requested;
- Prepare and draft correspondence in Arabic and English;
- Maintain filing and archiving systems of relevant materials pertaining to the office;
- Provide efficient, comprehensive and timely administrative support; and
- Perform any other duties as required.

Competencies:

Professionalism: Ability to work independently without supervision, remain calm in stressful situations.

Client Orientation: Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

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 supervisors and colleagues.

Planning and Organization: Ability to plan own work, to work effectively under stress and to priorities and juggle multiple tasks with tight deadlines.

Qualifications:

Education: High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in translation/interpretation is an asset.

Experience: At least four (4) years of experience and a high level of demonstrated analytical and problem-solving skills. Experience with UN/NGO or other International bodies is an added asset.

Languages skills: Fluency in written and spoken English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

Other skills: A valid Drivers license is highly desirable.

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-GS-09-084

General Services: unmis-recruitmentgs@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, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Portsudan.

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200