



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	18/001
DEADLINE FOR APPLICATION:	23 February 2018
DATE OF ISSUANCE:	24 January 2018
POST TITLE:	Field Language Assistant
POST LEVEL:	G-4
POST NUMBERS:	30912545 & Roster
SECTION:	Observer Group Lebanon
DUTY STATION:	UNTSO – OGL – Naqoura

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

Under the overall direction of the Deputy Chief of Mission Support, and the direct supervision of the Administrative Officer - Naqoura, the incumbent will be responsible but not limited to the following duties:

- Provide clear and concise verbal communication / interpretation, interfacing between the UNTSO Military Observer(s) in OGL and local population in support of daily operations and wider UNTSO activities in the operational area.
- Accompany Military Observer(s) on daily patrols (by vehicle as well as by foot) to provide interpretation service between the Military Observer(s) and local population in support of the mandated tasks.
- Provide written translation from Arabic into the required language and/or vice versa, of selected articles in local newspapers and general correspondence.
- Arrange meetings between the Team Leaders / Operations Officers and Local Leaders, Mayors, Mukhtars and act as Liaison / Interpreter focal point on matters between the local community and UNTSO OGL Team.
- Work closely with UNTSO OGL Team Leader(s) and the Lebanese Armed Forces on matters of interest to UNTSO OGL that occur in the Area of Operations.
- Provide geographical orientation and directions in support of UNTSO OGL patrolling and observing operations.
- Educate the UNTSO OGL Military Observer(s) on local customs and traditions to enhance operational effectiveness and improve relations with local population.
- Any other duties as requested by the Administrative Officer.

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. **Communication:** Good communication (spoken and written) skills, including ability to translate a variety of documentation, correspondence and other communications, and summarize reports; 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 audience; demonstrates openness in sharing information and keeping people informed. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Solicits input by genuinely valuing other's ideas and expertise; is willing to learn from others; places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent. Certificate in Translation or in related field is an advantage.

Work Experience

At least three (3) years of progressively responsible experience in Translation preferably with international organizations.

Languages

Fluency in spoken and written English and Arabic is a requirement. Working knowledge of other official UN Languages is an advantage.

Other Skills

Valid national driving license is required. Knowledge of MS Word and Excel is required. Ability to work after working hours, during week-ends and on shift duty. Ability to travel on a daily basis throughout the area of operation and to relocate from one position to another. Ability to relocate to an accommodation close to work place.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

The United Nations 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 United Nations - Chapter 3, article 8). The United Nations 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 United Nations 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.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

All applicants are strongly encouraged to apply online.

When you visit the UNTSO Website, <https://untso.unmissions.org/untso-jobs>, go to the UNTSO Job Vacancies page where all available vacancies will be listed in the webpage.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untso_staffing@un.org.
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge. Additionally, you are encouraged to fill all of the fields to best convey your personal ambitions.
4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior 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.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org
