



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	21/003
DEADLINE FOR APPLICATION:	07 April 2021
DATE OF ISSUANCE:	09 March 2021
POST TITLE:	Field Language Assistant
POST LEVEL:	G-5
POST NUMBERS:	30912548
SECTION:	Observer Group Lebanon
DUTY STATION:	Naqoura

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

Responsibilities

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

- Provides clear and concise verbal communication/interpretation, interfacing between the UNTSO Military observer(s) in OGL and local population in support of operations and wider mission activities.
- Provides written translation of high-level documents and communications from Arabic to English language and vice versa covering a broad range of subjects dealt with by the United Nations.
- Liaises and arranges meetings between the host country entities and Team Leaders / Observers and acts as Liaison / Interpreter focal point on matters between the local community and UNTSO OGL Team.
- Reports to the assigned Teams as per established work roster and accompanies Military Observer(s) on daily patrols (by vehicle as well as by foot) to provide interpretation, geographical orientation and directions in support of UNTSO OGL patrolling and observing operations.
- Keeps abreast of news in the Media and provides daily briefs to OGL Observers and staff of relevant contents in the area of operation affecting OGL operations.
- Assists officers with the preparation of drafts, briefing notes and background information.
- Assists in training junior officers on cultural background and geographical briefs; area specific information on the teams area of operation.
- Performs other duties as required.

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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication - Speaks and writes clearly and effectively. 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 the audience. Demonstrates openness in sharing information and keeping people informed

Teamwork - Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' 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

Accountability - Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has

responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

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

Work Experience

A minimum of five (05) years of work experience in providing translation/interpretation services.

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 (**attach a copy of your license**). Knowledge of MS Word and Excel is required. Ability to work on shift duty roster inclusive of regular weekends is required. Ability to work after working hours; travel on a daily basis throughout the area of operation in UN Vehicles and to report / relocate from one position (Team) to another is required. Ability to relocate to an accommodation close to workplace is desirable.

Assessment Method

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

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
 - **ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED**
 - **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**
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How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

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 (P.11) 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.
 4. Submit a written cover-page application in addition to your completed and signed P.11 form.
 5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
 6. 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.
 7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
 8. For **internal candidates**: Ensure that your application is scanned to untso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
 9. For **internal candidates and UN staff from agencies**: Attach your latest two Performance Reports.
 10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
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United Nations Considerations

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.

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.

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 "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour 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.

More information on competency-based interviews at <https://careers.un.org>

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