



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

External Vacancy Notice

UNHCR is recruiting for an Interpreter Assistant for its Office in Islamabad, Pakistan. The successful candidate will be based in UNHCR Office in Islamabad and working with UNHCR refugee status determination and resettlement teams.

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 55 million people.

In this regard, applications from qualified candidates are invited for the following vacant position:

Title of Post & Grade	: Interpreter Assistant
Location	: Islamabad, Pakistan
Type of Contract	: Individual Contract Agreement (UNOPS)
Date of Issuance	: 18 st January 2016
Closing Date	: 31 st January 2016
Effective date	: 1 March 2016
Duration	: 31 December 2016 with the possibility of extension
Vacancy Notice Number	: VN/014/2015

Duties and Responsibilities:

The Interpreter Assistant will work under the supervision of a senior UNHCR protection staff, will work closely with the RSD and RST staff, as well as with UNHCR persons of concern, namely asylum-seekers, refugees and internally displaced persons (IDPs). Occasionally, the successful candidate will also interact with the senior management and external counterparts.

The main activities that will be performed by the successful candidate are, non-exhaustively, the following:

1. Performs oral interpretation during interviews conducted for registration, refugee status determination (RSD) and resettlement (RST) activities;
2. Interprets oral conversations, discussions and counselling sessions with refugees and asylum-seekers, including psycho-social counselling, and other counselling sessions with vulnerable and/or traumatised individuals;
3. Interprets and/or translates from hand-written reports and applications, certificates, documents, newspapers, magazines etc.;
4. Supports the unit with collecting and maintaining records on country of origin information;
5. Assists with scheduling interviews and preparing interview schedules;
6. Assists with contacting persons of concern to UNHCR via telephone, upon the request of RSD and/or RST caseworkers;



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

7. Assists with completing immigration forms and other documents as required for persons of concern to UNHCR;
8. Assists with responding to refugees' inquiries;
9. Travels with international staff on their missions to the field for interpretation and other assistance, as needed;
10. Provides other support to the RSD/RST teams and takes minutes/notes;
11. Performs clerical duties to support RSD and/or RST caseworkers (such as scanning, copying, retyping translations and/or interview transcripts)
12. Performs other duties as required

Qualifications/Requirements:

- Excellent oral and written English, Dari and Pashto
- A minimum of Secondary Education with Post-secondary training/certificate in Linguistics (and or translation studies), preferably in English, Dari and Pashto language. A university degree in related field is a plus.
- Strong communication and writing skills
- Have a good knowledge in computer applications such as MS Word and MS Excel.
- Touch typing and experience in secretarial position is an advantage.
- Experience working with refugees is an advantage
- Attitude and aptitude: commitment to refugee protection, flexibility, and ability to work in a UNHCR context;

Experience:

Minimum three years of work experience relevant for the position.

Language:

Excellent knowledge of English, Dari and Pashto (spoken and written). Another UN language would be an asset.

Application procedure:

Interested candidates should send by e-mail to pakishr@unhcr.org before the deadline, the following documents:

- Detailed Curriculum Vitae (CV)
- Fully Completed United Nations Personal History Form (P.11), available on www.unhcr.org/recruit/p11new.doc
- A cover letter explaining their interest for the particular vacancy
- Scanned copies of diplomas and other relevant supporting documents

Please indicate in the title of the e-mail the vacancy notice number of the position.

Successful candidates will be contacted, and will be invited to a written test and an interview.

Female candidates are strongly encouraged to apply.