



Internal / External Job Opening

Date: 05 September 2016

Job Opening No.	:	JO/2016/001-A
Section	:	Head of Mission and Force Commander's Office
Functional Title	:	Language Assistant
Post level	:	GS-4 (One Post)
Duty Station	:	Naqoura
Deadline for receiving applications	:	04 October 2016

Duties and Responsibilities:

Under the overall supervision of the Head of Mission and Force Commander, the Language Assistant will carry out the following functions as required:

- Accompany the Head of Mission and Force Commander, which may entail travelling in civilian and/or military pattern vehicles (APCs, etc.), and attending meetings related to the daily tasks and day-to-day activities in the area(s) of operation and provide interpretation services.
- Work closely with various contingents and the Lebanese Armed Forces on matters of interest to UNIFIL that occur in the Area of Operations.
- Arrange meetings and act as liaison / interpreter between the Force Commander's Office, the various contingents, and the local communities, mukhtars, mayors, as appropriate.
- Translate documents and various correspondences.
- Maintain confidentiality.
- Ad hoc duties related to translation/interpretation as required.

Qualifications and Requirements:

- High school diploma or equivalent is required.
- Minimum of three (03) years of relevant experience in translation / interpretation or related administrative field is required.
- Fluency in oral and written English and Arabic is required.
- Working knowledge of French is desirable.
- Knowledge of MS Word and Excel is required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices Away from Headquarters.
- Ability to work after working hours and during week-ends.
- Ability to work on shift duty.

Core Competencies:

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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 audience; demonstrates openness in sharing information and keeping people informed.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;
- 2.) Apply online through our WEBSITE: unifil.unmissions.org

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.