

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Resettlement Assistant

Date of Issue: 7 May 2019

(Interpreter) – LICA3

Deadline for applications: 14 May 2019

Contractual Status :UNOPS Assignment-Local Support

Vacancy Code: VN-ERB-2019-005

Duration: Until 31 December 2019

Duty Station: Erbil, Iraq

External Vacancies

OPERATIONAL CONTEXT

The Resettlement Assistant/Interpreter is directly supervised by the Associate RST Officer who provides the incumbent with regular guidance and support. The Incumbent main responsibility will be to provide interpretation and translation during the RSD/Resettlement interviews done at SO Erbil.

Subject to the nature of the task/assignment, he/she will work independently on routine tasks, while will request and follow instructions of the supervisor for more complex issues. The incumbent will also provide training on the usage of the file tracking system and the implementation of the file management system, in particular to newly appointed staff. Contacts are mainly with the colleagues in the same duty station. External contacts are limited to answering queries from other UNHCR offices and seeking information on individual case from other UNHCR offices.

FUNCTIONAL STATEMENT

Responsibility:

- Interview of case identification/Pre-assessment of cases identified through profiling and referrals for possible resettlement interviews as directed by the supervisor.
- Counselling of refugees selected for resettlement interviews via phone calls.
- Continuous update of applicants profile data on UNHCR database.
- Responsibilities include simultaneous and consecutive interpretation between Kurdish, English and Arabic during interviews and meetings, and written translation work.
- Interprets and/or translates from newspapers, written reports, magazines etc.
- Interprets oral conversations, discussions and interviews especially when attending meetings with high ranking officials, diplomats and others.
- Travels with international staff on their missions to the field for interpretation and other assistance, as needed.
- Responds to queries relating to the area of responsibility.
- Performs other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Secondary Certificate.
- Post-secondary training/certificate in Business Administration, Secretarial Work, Translation or related field, University degree in English or related field an advantage.
- Minimum 3 years of previous job experience relevant to the function

LANGUAGE

- Fluency in English, Arabic and Kurdish.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Excellent computer skills and knowledge.
 - Completion of UNHCR learning programmes or specific training relevant to functions of the position would be an asset.
 - The incumbent must be highly motivated with strong interest in the humanitarian work, dynamic, energetic with strong personality to manage work pressure. In addition to adaptability, flexibility and capacity to work in a team.
- Excellent IT skills including word processing and typing skills in English and Arabic and experience in using databases



UNHCR

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

Interested eligible applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs>, attaching the New Personal History Form with a covering letter in English explaining their interest in the positions.
Kindly note that only electronic applications submitted through the website will be considered.

Please note that longlisted candidates maybe requested to sit for a written test.
Only short-listed applicants will be contacted, and engagement is needed immediately.

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