

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 216/06/2009

Title:	Language Assistant
Number of posts:	One (1)
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL-4
Category:	General Services (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	Mazar
Unit/Section:	Political Affairs
Issuing date:	23 June 2009
Closing date:	07 July 2009

Under the overall supervision of Military Liaison Officer in the Regional Office, the incumbent will be responsible for the following:

Duties:

- Provides accurate oral translation in meetings between UNAMA Military Liaison Officer and military authorities;
- Provides accurate translation of documents covering subjects dealt with by UNAMA Military Advisory Unit;
- Provides interpretation of speeches and statements, (Persian) and Pashto languages from English and vice versa;
- Provides timely and accurate translation of incoming and outgoing correspondence from and to Afghan Military Organization;
- Arranges meetings between UNAMA MLO and local military authorities: ANA, AMF and, if required, Illegal Armed Groups;
- Assists the UNAMA Military Liaison Officers in field missions through appropriate interpretation and liaises with the concerned local authorities;
- Maintains a record of historical contacts for the MLO and provides continuity when MLOs are Changed.
- Performs any other appropriate duties, as required.

Competencies:

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

Communication: Proven and sustained communication (verbal and written) skills with extensive vocabulary and good grammar.

United Nations Nations Unies

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Commitment to the UN values: Respect for the UN principles and support to the mission mandate goals keeping up the confidentiality of the communications and documents entrusted to him by the political and human rights officers.

Qualifications and experience:

Education: High school graduate;

Work Experience: At least 4 years of demonstrated relevant experience, preferably with an International Organization; previous military experience, preferred.

Language: Fluency in spoken and written English, Dari and Pashto;

Other skills: Candidate must possess the national Driving license or the ability to obtain a UN Driver's License.

Preference will be given to equally qualified female candidates.

Application Submission Guidelines:

Applicants meeting the above qualifications are requested to submit a cover letter quoting this Vacancy Announcement title and number along with their Curriculum Vitae; P-11 form photocopy of NID; Tazkira and a copy of High School Diploma to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

OR

UNAMA Regional Office in Mazar

OR

Email to: unamava_substantive@un.org

Note: Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.