
MINUSTAH TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	Field Language Assistant GL-3
Department/Office:	Police component/Office of the Police Commissioner
Location:	PORT-AU-PRINCE, HAITI
Posting Period:	23– 29 November 2016
Job Opening Number:	MINUSTAH-TJO-2016-N031

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/offres-demploi>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

Org. Setting and Reporting

This position is in the Office of the Police Commissioner of the United Nations Stabilization Mission in Haiti (MINUSTAH, the incumbent will work under general supervision of the Deputy Police Commissioner and under direct supervision of the senior police advisor.

1. Summary of principal functions:

The incumbent provides support to UN Police and other mission components deployed throughout the mission operational area. The incumbent also provides translations for written publications and/or correspondence.

2. Major duties and responsibilities

Within delegated authority, the Field Language Assistant will be responsible for the following duties;

- Provides clear and concise verbal communication/interpretation, interfacing between mission officials and local population in support of operations and the wider mission activities;
- Assists in the translation of documents from/to English covering a broad range of subjects dealt with by the United Nations;
- Liaises with counterparts in other sections relating to scheduling and administrative arrangements;
- Keeps abreast of news in the Media, briefing the Supervisor and unit colleagues of relevant contents;
- Drafts routine correspondence for the Supervisor;

- Assists officers with preparing drafts, briefing notes and background information;
- Files and retrieves office documents;
- 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. Is committed to implement 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 audience. Demonstrates openness in sharing information and keeping people informed.

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.

Education

High school diploma is required.

Work experience

A minimum experience of 2 years of experience in language services work (interpretation/translation).

Language

English and French are the working languages of the United Nations Secretariat. Fluency in English or French (both oral and written) is required. Knowledge of the other language is desirable.

Others

Ability to work after working hours, during week-ends and on shift duty. Ability to travel throughout the mission area and to relocate from one place to another.