



**VACANCY ANNOUNCEMENT No 2009/07/093**  
**(Re-advertised)**

**Date: 6 Jul 09**

**Post title:** Translator/Interpreter  
**Organization:** UNIFEM  
**Type of contract:** Service Contract  
**Grade/level:** SB2/3  
**Period of Appointment:** Six months with possible extension  
**Gender:** Male/Female  
**Duty station:** Kabul

**Closing date:** 18 Jul 09

**I. Organizational Values and Principles:**

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

**II. Background:**

UNIFEM, over the last 4 years has been actively involved in institutionalizing gender equity. This process has contributed to the presence of Afghan women in Parliament and in provincial councils. It is important to fully capitalize on the human resources available in parliament, government agencies and civil society to promote a sustainable democracy which also prioritizes gender equity and gender mainstreaming. The empowerment of women as political leaders and promotion of women's political participation are crucial to meeting this aim.

As part of its support to women parliamentarians UNIFEM has established a resource centre for women in politics (RCWP) and is providing support to parliamentarians, civil society and provincial council members in response to their requirements.

In order for this centre to function effectively UNIFEM requires an Interpreter/Translator to assist with interpretation and translation in all activities.

### **III. Duties and responsibilities:**

To provide translation and interpretation for all project activities

- To translate documents and reports on a variety of subjects within requested deadline for the project
- To provide accurate interpretation at work shops, meetings, training sessions, conference and other relevant activities and events
- Provide interpretation (English/Dari/Pashto) for international and when needed, national, staff during meetings with women politicians and civil society activists, national counterparts and other stakeholders
- Perform other duties as requested.

### **IV. Administrative arrangement:**

The translator/interpreter will be located at the Resource Center for Women in Politics and will cooperate closely with the international staff. S/he will be directly supervised by the Administrative Clerk.

### **V. Minimum Qualification:**

- Excellent command of English, Dari and Pashtu – both oral and written;
- Preferably University degree in any of above languages;
- At least three years experience in translation and interpretation (English/ Dari/ Pashtu);
- Good knowledge of computer applications (Ms. Office)
- Excellent communication and interpersonal skills;
- Proven ability to work as part of a team in an international and multicultural environment.
- Ability to keep deadlines

### **VI. Submission of Application:**

The application process comprises a one-page cover letter explaining the interest and suitability for this position as well as the UN P-11 (CV). Testing and interviewing will follow for short-listed candidates. Interested Afghan nationals should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

UNIFEM registry, UNIFEM office, UNDP Compound, Opposite of Turkish Embassy, Shar-e-Naw, Kabul, Afghanistan

Or e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (i.e 18 Jul 09) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

***Qualified Female candidates are strongly encouraged to apply***