

## 6072 - Special Assistant/Translator - Kabul, AFGHANISTAN

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**Job ID/Title :**

16072 - Special Assistant/Translator

**Application Deadline :** 28-Apr-10

**Type of Contract :** Service Contract

**Post Type and Level :** SB-2

**Duty Station :** Kabul, AFGHANISTAN

**Languages Required :** English

**Duration of Initial Contract :** Six months with possible extension

### **Background:**

#### 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 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.

UNIFEM's Gender and Justice Unit has direct responsibility for the management of the two Referral Centers (based in Parwan and Nanganhar) on violence against women referrals and coordination in partnership with MoWA, MoI and key stakeholders at national and sub-national levels. We are also involved in promoting a gendered approach in the ongoing judicial reform processes, access to justice through development of Para legal and training at district levels, VAW Database and support to Government partners on the ERAW commission.

The special assistant/interpreter/t will assist the G&J Legal Specialist in interpretation, translation and provide support with administrative activities, as well as support with translation work with the G&J unit. This position will involve overnight stays in the provinces on both short and longer missions (of 3-4 days at a time),

### **Description of Responsibilities :**

Under the direct supervision of legal specialist and overall guidance of unit focal point the incumbent provides translation and interpretation service for the Gender and Justice Legal Specialist, and supports with translation work of the G&J unit.

- To accompany the G&J Legal Specialist in all meetings with nationals and provides interpretation (English/ Dari/Pashto) on regular basis during missions, with referral centers' staff, clients, national counterparts (government and civil society) and other stakeholders.
- To translate letters, documents and reports into Dari, Phashto and English on a variety of subjects within requested deadline.
- To provide accurate interpretation at meetings, training sessions, workshops, conferences and other relevant activities and events., To provide administrative support on organizations of meetings, liaison with partners and stakeholders, arrange flights/transport, etc.
- Perform other related tasks as the G&J Legal Specialist may assign from time to time

#### **Competencies :**

- Ability to work under pressure, to follow deadlines and handle numerous tasks simultaneously
- Ability to multi-task and respond simultaneously and in a timely fashion to job requirements.
- Ability to work under pressure and meet deadlines.
- Strong and proven integrity, time management and work prioritization skills;
- Understanding of UNDP/UNIFEM procedures, rules and regulations an asset;
- Ability to work effectively as a team member.
- Demonstrated sensitivity, discretion, tact and courtesy in relation to gender equality and women's rights, development principles and projects, implementing partners, and national and international personnel of varied nationalities and backgrounds.
- Excellent communication skills, written and oral Commitment to upholding the organizational values and principles of UNIFEM
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan

#### **Qualifications :**

- High school graduate, university degree will be desirable
- Excellent command of English, Dari and Pashtu – both oral and written;
- 2-3 years experience in translation and interpretation (English/ Dari/ Pashtu) with national or international organizations Good knowledge of computer applications (Ms. Office)
- Must be able to travel to provinces and stay overnight on missions.

#### **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). Interviewing will follow for short-listed candidates. All interested candidates should apply online through the mentioned link:

<http://www.undp.org.af/Jobs/index.htm>

Please note that applications received after the closing date (i.e 28 April 2010 ) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for the interview.

Qualified Female Candidates are encouraged to apply