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## UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Translator/Communications Officer, NO-B</b>
<b>Department/Office:</b>	<b>UN VERIFICATION MISSION IN COLOMBIA (UNVMC)</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>6 December – 15 December 2017</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2017-058</b>

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

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#### **RECRUITMENT FOR THIS POSITION MAY BE SUBJECT TO FUNDING EXTENSION**

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (**Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo>. No CVs will be accepted**) at the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org). Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 5MB in size.

#### **Organizational Setting and Reporting Relationships:**

This position is located in the United Nations Verification Mission in Colombia -UNVMC- in the Office of the Chief Mission Support.

#### **Responsibilities:**

- Within delegated authority, the Translator/Communications Officer will be responsible for the following duties:
  
- Translates, subject to revision, documents covering a broad range of subjects dealt with by the United Nations, i.e., political, social, legal, economic, financial, administrative, scientific and technical, observing the established terminology and usage.
  
- Act as an Interpreter in high-level meetings when required.

- Attends meetings as part of a team, takes notes either directly from statements delivered in the languages of competence or from the interpretation and subsequently uses the notes to produce draft summary records, subject to revision.
- Designs and implements UNVMC internal communications projects and information campaigns and surveys, including proposing materials, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances, editing copy, coordinating design approval, finalizing texts and overseeing distribution.
- Drafts a wide range of communications material, including key messages, Q&As, talking points, digital content, UN newsletters and reports.
- In consultation with supervisor, develops strategic partnerships with key constituencies to elicit support for and maximize impact of strategic communications objectives.
- Provides advice and expertise to managers, senior officers and other staff on a range of internal communications issues; anticipates and resolves communications issues/problems.
- Evaluates results and impact of communications activities; reports on developments, trends and attitudes regarding services.
- In consultation with others identifies and proposes information opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Identifies key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintains working relationships with the same.
- Performs other related duties, as required.

**Work implies frequent interaction with the following:**

Supervisors within work unit

Originators of material

Officials of other United Nations Organizations

Secretaries of Committees

Participants in meetings

**Results Expected:**

Provides accurate and complete translation of a wide range of documents as well as accurate and faithful summary records of meetings.

**Competencies:**

**Professionalism:** Ability to demonstrate good writing skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text; good grasp of the subject matter. Ability to use all sources of references, consultation and information relevant to text at

hand. Ability to maintain an adequate speed and volume of output, taking into account the difficulty of the text and the specified deadlines. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

#### **Qualifications:**

**Education:** An advanced university degree (Master's degree or equivalent) in the field of translation, law or linguistics. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of experience in translation. Experience in working with the United Nations Common System is desirable.

**Languages:** Fluency in English and Spanish is required.

#### **United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.