



Organization or Agency:	<b>International Organization for Migration (IOM)</b>
Position Title:	<b>Translator (English-Arabic)</b>
Organizational Unit:	<b>Peacebuilding and Stabilization Division</b>
Duty Station:	<b>Baghdad (Home-Based)- Iraq</b>
Type of Contract:	<b>Sub-Contract to Stars Orbit Consultants and Management Development/ Hourly</b>
Grade:	<b>Ungraded</b>
Duration of Appointment:	<b>Three (3) months, with possibility of extension subject to satisfactory performance and funds availability</b>
Closing Date:	<b>5 January 2024</b>
Reference Code:	<b>CFA2023/IRQ/313</b>

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.*

#### Context/Reporting line:

Under the general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the TWG co-chair, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Programme Officer (Technical Working Group and PRR), the successful incumbent will perform the following duties;

#### Core Functions / Responsibilities

1. Provide Arabic-to-English and English-to-Arabic translation services to the program team, ensuring high-quality standards of translation.
2. Review Arabic and English documents and provide line-editing and revision.
3. As needed, review translated documents and provide written feedback.
4. As needed, transcribe, and Translate audio files.
5. As needed, hold training sessions for staff members on effective written communication in Arabic and English to build staff capacity.
6. Carry out other tasks relevant to translation as needed.
7. Convert dialogue and convey the intent of the original speaker, understanding that many idioms and slang terms do not translate exactly between languages.
8. Submit translations to appropriate management for review as needed.
9. Provide parties with clear and exact translations of written materials,
10. Perform other translations duties as may be assigned.

#### Required Qualifications

##### *Education:*

- Bachelor's degree in linguistic or translation field from an accredited academic university with two years of the relevant professional experience or;
- Master's degree in the above-mentioned fields.

### ***Experience and Skills:***

- Background in Social Sciences, stabilization, and development, journalism, project management, or relevant professional experience in research and writing.
- Background in social sciences, peace studies, and/or governance
- Strong background working with Government agencies.

### ***Languages:***

- Fluency in English and Arabic is required.

### ***Behavioral Competencies***

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in a politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

***IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse***  
*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

### **How to apply:**

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via this link:

<https://jobs.my-soc.org/apply/20231227143147/3msPk9KLcF8QzMZiWpS05G1eU>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

### **Posting period:**

From: 27 December 2023 to 5 January 2024