



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Interpreter/Translator (4 Positions)**
Organizational Unit: **Operation and Resettlement Division**
Duty Station: **Erbil - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development/ Daily**
Grade: **Ungraded**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **8th October 2023**
Reference Code: **CFA2023/IRQ/229**

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 overall supervision of the Movement Operations Manager and the direct supervision of the Senior Operations Assistant (Field support), the incumbent will be responsible for the following:

Core Functions / Responsibilities

1. Provide direct interpretation and translation services for refugee processing interviews (in addition to translating project related documents, if required).
2. Provide direct bilateral and multilateral interpretation services.
3. Facilitate the two-way communication by maintaining professionalism, diligence, impartiality, objectivity, and being always cooperative and courteous to both refugee applicants and interviewing officers.
4. Maintain strict confidentiality during interpretation sessions and follow designated program procedures regarding the destruction or maintenance of written notes within the required timeframe (e.g., immediately after each interpretation session).
5. Remain objective, unbiased, impartial, and neutral when providing interpretation services. Treat all parties to the conversation with courtesy, dignity and respect, regardless of their age, ethnicity, religion, political opinion, sex characteristics, gender, gender identity, gender expression, sexual orientation, disability or any other factors.
6. Have an appropriate understanding of and sensitivity towards cultural practices and language differences that may exist between the parties to the conversation. Respect the use of proper pronouns that are preferred by the beneficiaries, when applicable.
7. Abide by IOM Standards of Conduct (IN/15), Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse (IN/234), IOM Data Protection Principles (IN/138), Policy for a Respectful Working Environment (IN/90), and Fraud Awareness and Prevention Guidelines (IN/70).
8. Participate in relevant training sessions on such topics as interpreting for international organizations, respectful terminology, and the protection of program beneficiaries, and contribute to terminology lists as requested.
9. Be available to be evaluated on the quality of your interpretation by a third party.
10. Undertake any other assigned duties, as specified by RSC management.

Required Qualifications

Education:

- University degree in foreign languages/translation or any related field from an accredited academic university or institute.

Experience and Skills:

- At least 4 years of relevant professional experience.
- Excellent communication, interpersonal and diplomacy skills.
- Ability to use tact.
- Good knowledge of computer applications.
- Proven ability to work as part of a team in an international and multicultural environment.

Languages:

- Fluency in English, Kurdish (Sorani and Kurmanji), and Arabic.

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 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 cultural, 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/20230926102604/NiP5QuhkFKL4cvyOBw2VXr6GY>

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: 26 September 2023 to 8 October 2023