



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Interpreter/Translator**
Organizational Unit: **Resettlement and Movement Management**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit (Daily Wages)**
Grade: **Ungraded**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **13th July 2022**
Reference Code: **CFA2022/IRQ/157**

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 Operations Manager and the direct supervision of the Senior Project Assistant, Cultural Orientation, the successful incumbent will perform the following duties,

Core Functions / Responsibilities

1. Perform simultaneous interpretation between English, Kurdish, and Arabic. Including different Kurdish dialects: Kirmanji, Sorani and others.
2. The interpreters shall be available at the time requested by the concerned section as it is an on-call position.
3. The interpreter should not take part of the ongoing talk between the staff member and the applicant, but only interpret the meaning of their speech.
4. The interpreter should not engage in any bilateral talk with the applicant outside of the interpretation of the staff member's speech.
5. Provide direct interpretation, bilateral and multilateral interpretation services, and translation services for refugee processing interviews or during cultural orientation sessions (in addition to translating project related documents, if required)
6. Assist in secondary, related tasks, such as escorting the applicant(s) to and from interviews, and conducting interpretation during rollcall, etc.
7. Support accurate communication in a common language during interviews and other meetings conducted in-person, by telephone, and/or by video conference by providing verbatim (word for word) interpretation services.
8. Provide interpretation services in the preferred language of the beneficiaries without paraphrasing, summarizing, omitting, or adding information; always use the first person (I, me and my) and remain engaged during the interpretation session.
9. 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).
10. 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.

11. 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.
12. Inform the Unit Supervisor if you are having difficulty understanding a party to the conversation or if a beneficiary or any other individual offers a bribe, threatens you or tries to influence your interpretation. Immediately inform the Unit Supervisor if you know the beneficiary personally or if you have ever met the individual at any point in the past.
13. 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) and USRAP codes of conduct.
14. 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.
15. Perform other duties as assigned.

Required Qualifications

Education:

- University degree in literature, translation, languages or a relevant field from an accredited academic university or institute.

Experience and Skills:

- At least two years of professional translation experience.
- Layout and formatting skills in Microsoft Office applications.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.

Languages:

- Fluency in English, Kurdish (Kirmanji) and Arabic is a must

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 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/20220704101030/1HXgkDVKdevyOPL3FhicQxjC2>

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: 04.07.2022 to: 13.07.2022