



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE

No. 19/INSJA/003-UNOPS



Functional Title : Interpreter Assistant
Category & Level : Affiliate Workforce Contract
Duty Station : Jakarta, Indonesia
Entry on Duty : 01 March 2019
Duration : Initially to 31 December 2019 with possibility of extension
Annual Salary : Starting from IDR 140.671.000
Closing Date : 13 February 2019 (Subject of approval by the Government and Availability of funds)

Duties and Responsibilities

Subject to availability of funds and approval of the Government, UNHCR is interested to hire qualified interpreter in Somali language in combination with English and preferably Bahasa Indonesia. Under the direct supervision of the Senior Protection Assistant within the Registration Section in the Protection Unit, and the overall supervision of the Refugee Status Determination (RSD) Officer and Senior Protection Officer, the incumbent will perform the following duties:

1. Translate documents and other information from newspapers, written reports, magazines, etc. from Somali, into English;
2. Interpret oral conversations, discussions, and interviews from Somali, into English;
3. Support the registration process for new asylum seekers with interpretation services;
4. Support the other staff members to perform other clerical duties within the Registration Section with provision of translation services
5. Accompany more senior staff members to travel on missions to field locations for interpretation, registration and other assistance, as needed;
6. Assist other staff members, with interpretation and translation services, in responding to queries relating to their area of responsibility;
7. Perform any other duties as required.

Qualifications/Requirements

Education: Minimum completion of secondary education with certification, but preferably Interpretation/Translation, Language, Business Administration, Secretarial Work, or other related field.

Experience: Three (3) years' experience in practising the Somali language (for example community interpreters); Experience working in a multi-cultural environment or international context is an added asset.

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence, or other form of regulated stay in the country.

Languages: Excellent knowledge of English (written and spoken) and fluency in, Somali.

Desirable Skills in: Good and sound knowledge of Bahasa Indonesia will be considered as comparative advantage, Interpretation/translation; communication; computers;; ability to work effectively in a team.

Working Relationships

- (i) As affiliated with UNHCR under a non-staff contract
- (ii) **External Parties:** Persons of concern, NGOs, local authorities, etc.

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.
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Candidates who wish to be considered for this vacancy should send their **motivation letter, CV** and **signed Personal History/P.11 form** (available at <http://www.unhcr.org/id/en/job-opportunities>) to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via e-mail to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 13 February 2019

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for tests will be notified.
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Jakarta, 30 January 2019