

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

Vacancy Announcement No. 27/2022

Internal/External Circulation

(Re-Advertisement)

*****Please note that this is a re-advertisement. Candidates who already applied to the previous advertisement do not need to reapply.**

Position Title: Interpreters <ul style="list-style-type: none">• Burmese	Report To: Associate RSD Officer, under the overall supervision of RSD Officer	Date Issued of the Vacancy Announcement: 9 September 2022
Section: Protection Unit	Duty Station: Bangkok, Thailand	Closing Date of the Vacancy Announcement: 24 September 2022
Contractual Status: UNOPS Retainer Contract (On call/ Part-time basis)		

Duties and Responsibilities

1. To translate accurately, professionally and in a timely manner documents related to Registration (REG), Refugee Status Determination (RSD), Durable Solutions (DS), Community Services (CS) and other Protection purposes for the UNHCR Representation in Thailand from the specific language assigned to the undersigned interpreter to English and vice versa.
2. To interpret during REG/RSD/RST/CS/Protection interviews/counselling sessions of asylum seekers/refugees. When requested and with prior approval from the RSD Officer, to carry out interpretation for other UNHCR Offices/staff members and/or delegations of resettlement countries in Bangkok.
3. To interpret in the context of various Protection information sessions, briefings, trainings and related sessions including on best interest determination, etc.
4. When instructed by the immediate Supervisor, to interpret telephone inquiries made by asylum-seekers/refugees/phone callers in the language assigned to the undersigned interpreters.
5. To report to the Supervisor on each call received for recording in the database and further action by other responsible staff.
6. To perform other interpretation and translation functions as requested by the supervisors.

Qualifications and Experiences

- Completion of secondary education at a minimum, but completion of university studies preferred.
- Completion of interpreter training courses preferred.
- Prior experience in interpretation/translation is desirable.
- Proven skills in communicating proficiently from the assigned language to English and vice versa. This means accurate listening, speaking, reading and writing, reporting in both languages in a verbatim and efficient manner.
- Possess high standard of professional conduct and ethics in the course of performing interpretation and translation services.
- Knowledge of computer applications, including Microsoft Office package (Word and Excel).
- Ability to work in a multi-cultural environment and respect diversity.

Please note the positions are on a retainer (on-call/part-time) basis. Applications from individuals to work on a remote basis may be considered.

Submission of Applications:

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures, candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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