



International Organization for Migration (IOM)  
The UN Migration Agency

## Call For CVs

**Vacancy/Reference Number:** CFCV#CO2023-01  
**Position Title:** Interpreter  
**Position Grade:** Ungraded  
**Duty Station:** CO Pretoria, South Africa  
**Appointment Type:** On Call  
**Estimated Start Date:** June 2023  
**Closing Date:** 26 May 2023

### **Context:**

Under the overall supervision of the Movement Operations Manager and direct supervision of the Operations Assistant Team Leader Field Support, the successful candidate will provide interpretation services, in particular:

### **Responsibilities and Accountabilities**

1. 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.
2. 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.
3. 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).
4. 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.
5. 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.
6. Inform the Movement Operations Manager and/or Operations Assistant field support 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 [insert title of Direct Supervisor] if you know the beneficiary personally or if you have ever met the individual at any point in the past.
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. Perform other duties as assigned.

### **Required Qualifications and Experience:**

#### **Education:**

- Bachelor's degree in Interpretation, Literature, Linguistics, Social Science, or a related field from an accredited academic institution with two years of relevant professional experience; or
- Complete school diploma from an accredited institution with four years of relevant professional experience.

#### **Experience:**

- Previous experience in interpretation.
- Experience working with vulnerable groups and providing humanitarian assistance.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **Skills:**

- Excellent communication and interpersonal skills.
- Discreet, patient and detail and client-oriented.
- Proficient in Microsoft Office; knowledge of SAP is a distinct advantage.

#### **Languages:**

- English
- Amharic
- Tigrinya
- Oromo
- Somali
- French
- Swahili
- Kirundi

#### **Competencies:**

The successful candidate is expected to demonstrate the following values and competencies:

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### **Core Competencies – behavioural indicators level 1**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Method of application:**

If you are qualified for this position, please email the following to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int) under the REFERENCE: **CFCV#CO2023/01** in the subject line of your email:

- a. Letter of motivation**
- b. Up-to-date Resume/CV**
- c. Copy of ID/Passport**

When you send your application, please specify the Vacancy reference number i.e. CFCV#CO2023/01 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by Friday, 26 May 2023. Only shortlisted candidates will be contacted.

**IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.**