

**The purpose of this Job Opening is to hire one Locally-Recruited Consultant and also to establish a local Roster for this Functional Title with the United Nations Mission in Colombia**

**JOB OPENING NUMBER:** CIC-06-2017-UNMC  
**FUNCTIONAL TITLE AND LEVEL :** Translator (equal to NO-B)  
**CONTRACT TYPE:** Consultant (local)  
**DURATION OF CONTRACT:** 6 MONTHS (with a possibility of extension)  
**DUTY STATION:** Bogota  
**DATE OF ISSUANCE:** 20/07/2017  
**DEADLINE FOR SUBMISSION:** 27/07/2017

The office of human resources of the United Nations Mission in Colombia invites all qualified candidates to submit their applications for the announced position. All interested applicants should submit their P-11 forms or Curriculum Vitae (CV) and the personnel history profile (PHP) through the e-mail: [MCreruitment@un.org](mailto:MCreruitment@un.org) the application must indicate the number of the Job Opening shown above (CIC-06-2017-UNMC). Only the short-listed candidates will be contacted.

### **Terms of Reference**

The Translator/Interpreter English/ Spanish is requested for the translation of documents and to provide the services of an interpreter in high-level meetings on as and when required basis.

Within the terms of organization's delegated authority and under the direct supervision of the Supervisor assigned, the Translator Interpreter will undertake the following tasks:

- Receive the translation tasks via electronic or hardcopy from the supervisor and translate them based on priority set and within given deadlines.
- Translate the documents received from English language into Spanish language and from Spanish language into English language within given deadlines.
- Provide high quality interpretation services for meetings when required and as assigned by the Supervisor.
- Perform other related duties as required.

### **Knowledge**

The Translator English/ Spanish is required to having Knowledge/skills/expertise/technical knowledge etc. in translations English/ Spanish Languages.

### **Personal Attributes**

The Translator is requested to maintain confidentiality of the documents and on the meetings in which he/she participates. The translator shall possess the United Nations Core Values and Core Competencies and the following personal attributes:

- be respectful, honest and trustworthy;
- possess cultural awareness and sensitivity;
- demonstrate sound work ethics.

### **Results Expected:**

The Translator will be expected to meet the deadlines agreed with the supervisor and subsequently be available especially on important meetings and High-level delegation visits.

## **Qualifications required:**

### **Education**

- The Translator is required to have a minimum of a University degree in a Language Education or a related field and official certification as a translator in English/ Spanish.

### **Work Experience**

- The translator shall have at least 3 years of experience in translation/ interpretation services or related area.

### **Languages**

- The Translator is required to have a proficient level of spoken and written English and Spanish. Knowledge of another UN recognized language would be an asset.

### **Assessment Method**

- Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

**The successfully hired IC will be fully responsible to arrange, at their own expense the health and other forms of insurance covering the period of the IC contract.**

### **Special Note:**

The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No fee is charged by the United Nations at any stage of the hiring process.