

**Open to Internal and External Candidates**

Position Title	: Interpreters (Somali, Farsi/Dari, Arabic, Tamil/Urdu, Hmong, Chinese, Burmese, Vietnamese, Oromo, Amharic, Pashto, and Mongol)
Duty Station	: Bangkok, Thailand
Classification:	General Service Staff (THB 2,262 per day)
Type of Appointment	: Special Short-Term Daily Contract, 3 to 9 months with possibility of extension
Desired Start Date	: As soon as possible
Closing Date	: 26 January 2022
Reference Code	: CFCV040/2021 (EXT)

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

**1. ORGANIZATIONAL CONTEXT AND SCOPE:**

Under the overall supervision of the Project Manager/Project Officer and direct supervision of the Project Officer/Senior Project Assistant, the successful candidate will provide interpretation services, in particular:

**RESPONSIBILITIES AND ACCOUNTABILITIES:**

The successful candidate will have the following duties and responsibilities:

1. Work closely with various IOM Teams to provide necessary interpretation services either on site, over the phone or during field visits.
2. Accompany migrants on visits to local public institutions for necessary interpretation services.
3. Participate in the organization of meetings, trainings, workshops, focus groups and other activities and provide interpretation services.
4. Provide general information to migrants about the services offered by IOM.
5. Report progress and challenges during the service provision on a daily, weekly, or monthly basis.
6. Keep, save and file interviews and meeting notes, reports, and other supporting documents.
7. Enter related data regularly and accurately in the database system.

8. Perform clerical administrative and operative tasks.
9. Maintain strict confidentiality and ensure full adherence to protection principles including Do No Harm as well as IOM Gender and PSEA policies.
10. Perform other related duties as may be assigned.

## 2. DESIRABLE COMPETENCIES:

### Values

The incumbent is expected to demonstrate the following values and competencies:

- 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

- 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.

## 3. EDUCATION AND EXPERIENCE:

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

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

#### 4. OTHER REQUIREMENT

- Able to obtain criminal record check from the Royal Thai Police.

#### 5. LANGUAGES

**Required:** Fluency in English and at least one of the following languages (Somali, Farsi/Dari, Arabic, Tamil/Urdu, Hmong, Chinese, Burmese, Vietnamese, Oromo, Amharic, Pashto, and Mongol.)

**Desirable:** Working knowledge of one of the following languages Somali, Farsi/Dari, Arabic, Tamil/Urdu, Hmong, Chinese, Burmese, Vietnamese, Oromo, Amharic, Pashto, and Mongol, and Thai.

#### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

*Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.*

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

#### **How to apply:**

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail [bkkrecruitment@iom.int](mailto:bkkrecruitment@iom.int) by **26 January 2022** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/thailand/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls> Kindly indicate the reference code **CFCV040/2021 (EXT)** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from <http://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

**Posting period:**

From 12.01.2022 to 26.01.2022