

Open to Internal and External Candidates

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| Position Title | : On-Call Interpreter (Somali, Urdu/Panjabi, Jarai, Farsi/Dari, Rohingya, Mhong, Arabic) |
| Duty Station | : Bangkok, Thailand |
| Classification | : Hourly (THB 466.66 per hour) |
| Type of Appointment | : Hourly, 1 to 9 months with possibility of extension |
| Desired Start Date | : As soon as possible |
| Closing Date | : 25 October 2024 |
| Reference Code | : CFA097/2024 |

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 Project Officer/Senior Project Assistant, the successful candidate will provide interpretation services, in particular:

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

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

- Maintain strict confidentiality and ensure full adherence to protection principles including Do No Harm as well as IOM Gender and PSEA policies.
- Perform other related duties as may be assigned.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- 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.

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.

4. LANGUAGES

- Fluency in Thai and Somali, Urdu/Panjabi, Jarai, Farsi/Dari, Rohingya, Mhong and Arabic (oral and written).
- Working knowledge of English.

5. DESIRABLE COMPETENCIES:

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

Values - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies

- Teamwork: Willingly puts in extra effort without being asked and adopts a hands-on approach whenever necessary to achieve team objectives.
- Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: Presents information using language and a sequence of ideas that is easy for recipients to understand.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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 to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **October 25, 2024** at the latest.

Kindly indicate the reference code **CFA097/2024** 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 which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

Only shortlisted candidates will be contacted.

Posting period: From 11.10.2024 to 25.10.2024