

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668  
Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT # 217/06/2009**

Title:	<b>National Translation Officer</b>
Number of posts:	<b>One</b>
Type of contract:	Appointment for Limited Duration (ALD)
Category:	National Professional Officer (NPO)
Grade:	<b>NO-B</b>
Duration:	First three months (probationary period – renewable)
Duty station:	<b>Kabul HQs</b>
Unit/Section:	<b>Language Unit</b>
Issuing date:	<b>23 June 2009</b>
Closing date:	<b>22 July 2009</b>

Under the direct supervision of Head of Language Unit, the incumbent will be responsible for the following:

**Duties:**

- Translate substantive English/ Dari/ Pashto documents covering full range of topics conforming to the required standards.
- Provide interpretation service to the high-ranking officials of UNAMA in meetings and conferences.
- Review draft translated documents with the translators to correct errors, and provide feedback for accuracy and consistency.
- Work closely with the UNAMA sections to clarify vague issues and make last minute changes in the translated documents.
- Review, edit and proof read the final documents and certify the translated contents.
- Return all translated documents to the administrative assistant for posting in the translation database- share drive.
- Train, motivate and exchange information with the translators for acquiring further skills.
- Arrange and coordinate translation training of UNAMA regional staff in workshops according to the Unit work plans.
- Establish permanent mechanism for support of UNAMA regional offices and interactions to facilitate continuing learning in translations.
- Make effective use of the language database and resources (NARCIS software, glossaries, and translated terms and expressions).
- Make efforts to further develop the Dari/ Pashto glossary of specific terms/ expressions for use as reference and facilitating translation accuracy across the board.
- Undertake the compilation of all translated materials (laws, regulations, decrees, international instruments) for AROLPA legal website.
- Discuss with the Head of Unit any translation- related problem in view of best practices.

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**Competencies:**

**Professionalism:** ability to supervise, re-examine and do a final review of all translated materials from English into Pashto and vice versa. Good writing skills, high standards of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text, good grasp of the subject matter, ability to use all sources of reference, consultation and information relevant to the task at hand, ability to maintain an adequate speed and volume of output taking into account the difficulty of texts and specified deadline.

**Planning & organization:** ability to establish priorities and plan, coordinate and monitor own work.

**Commitment to continuous learning:** readiness to independently pursue training to acquire the ability to perform at higher levels of difficulty and complexity. **Teamwork:** good coordination with others working on similar documents in order to ensure consistency of terminology and style; demonstrated ability to gain the support and cooperation of others in a team endeavor, with sensitivity and respect for diversity. **Communication:** good interpersonal and communication skills. **Technological awareness:** experience in using word processing and other computer applications.

**Qualifications & Experience:**

**Education:** University degree preferably in English language, literature, journalism and other related fields. Training or prior achievements in translation will be highly considered.

**Experience:** Minimum of 5 years in translation, preferably with a governmental, non-governmental or international organization.

**Languages:** Fluency in written and spoken English essential; good working knowledge of another UN official language would be an asset. Candidate should have excellent command on Pashto and Dari languages also.

**Other Skills:**

Ability to work in an interrupt-prone environment.

**Preference will be given to equally qualify female candidates.**

**Application Submission Guidelines:**

Applicants meeting the above qualifications are requested to submit the **following only**:

- o A one-page Covering Letter expressing your interest/ suitability for this post
- o Curriculum Vitae (CV) & the P-11
- o Copy of University Degree &
- o Copy of National ID or Tazkira

**Note:** Applicants are kindly requested to review the VA carefully to check that they are meeting the minimum requirement for the post, and then apply. Only those applications will be reviewed that clearly indicate the vacancy announcement number and the functional title in the email subject line ; if the application is being sent via email or on the envelope; if it is being sent in hard copies.



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**If you are sending your applications in hard copies, please address them to:**

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul,  
Afghanistan,**

**If you are sending your applications in Soft Copies, please Email your application to:**

**[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)**