

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

## Vacancy Announcement

The United Nations Office for West Africa / Cameroon Nigeria Mixed Commission (UNOWA/CNMC) is looking for a highly motivated, team player and result oriented person

To serve as: Interpreters

- **Type of position:** Consultant
- **Duty Station:** Dakar
- **Deadline for Receipt of Application:** 10 August 2012

## Terms of Reference

### **Organizational Setting and Reporting Relationships:**

These positions are located in the Cameroon-Nigeria Mixed Commission (CNMC) in Dakar, Senegal. Interpreters may be required to travel outside Dakar to provide interpretation services for which ticket and DSA will be paid by CNMC. These positions are under the general supervision of the Program Manager.

The interpreters will report to the Program Manager of CNMC.

**Responsibilities:** Within delegated authority, the Interpreter will be responsible for the following duties:

- Cover Cameroon-Nigeria Mixed Commission Meetings in Abuja and Yaoundé.
- English, French interpreters provide interpretation, as required, into an official language of speeches or statements given in other official languages.
- Routinely covers sensitive meetings.
- Routinely functions as team leader of all interpreters assigned to a given meeting.
- May perform other related duties, as required.

### **Competencies:**

- **Professionalism:** Ability to demonstrate a high level of concentration; split-second accuracy. Ability to work under continuous stress and deliver clear interpretation on an exceedingly broad range of subjects. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Qualifications:**

**Education:** A first-level degree from a university or an institution of equivalent status.

**Experience:** At least five years of professional interpreting experience in international organizations. Relevant language experience within the UN System may be taken into consideration in meeting the requirements of this post.

**Language:** A perfect command of English and French is strongly required.

**Other:** Interpretation of conference or related to the field

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### **Application**

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

1. Cover letter, a one-page Statement of Interest explaining why you consider yourself qualified and motivated for this particular position
2. Curriculum Vitae (CV) or completed P-11
3. Certified Copy of Diplomas and Degrees

**Note: Before applying for the post, we kindly request candidates to carefully review the VA to ensure that they meet the Minimum requirement**

**Please email your application to:**

**[lva@un.org](mailto:lva@un.org) or [diouf5@un.org](mailto:diouf5@un.org)**

**or via mail at the following address:**

**United Nations Office for West Africa - UNOWA  
23851 Dakar Ponty  
Senegal**

**Note: Please indicate the vacancy title & number**

**This announcement is available on the intranet UNOWA : Website: [www.unowa.unmissions.org](http://www.unowa.unmissions.org)**

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