

**United Nations High Commissioner for Refugees (UNHCR)
Country Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2020/05
Internal/External Circulation**

Position Title: Interpreter Assistant	Position Level: G4	Date Issued: 9-Feb-2020
Position No.: 10014449	Report To: Snr Legal Officer	Closing Date: 23-Feb-2020
Section/ Unit: Protection, Legal	Duty Stations: Damascus	Contractual Status: Fixed-term Appointment

Availability of the Post: Immediately

Duties and Responsibilities:

Interprets and/or translates from newspapers, written reports, magazines etc. ;
Interprets oral conversations, discussions and interviews especially when attending meetings with high ranking officials, diplomats and others;
Travels with international staff on their missions to the field for interpretation and other assistance, as needed;
Arranges meetings, both internal and external, some involving high-ranking officials and takes minutes/notes;
Meets official personnel at the airport and facilitates immigration and customs formalities;
Responds to queries relating to the area of responsibility;
Performs other duties as required

Qualification Required

Education and Skills:

- Post-secondary training/certificate in Business Administration, Secretarial Work, Translation or related field.

Experience:

- Job Experience relevant to the function : 3 years

Languages:

- Another relevant UN language and an excellent knowledge of the local languages.
- (English)

Desirable Qualifications & Competencies:

Communication skills
Computer skills
Translation skills

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2020/05, Interpreter Assistant, Damascus**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non-Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

All UNHCR staff members in Syria
UN organizations in Syria
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