



International Organization for Migration (IOM)
The UN Migration Agency

Position Title: **Local consultant to provide Dari-English (and vice versa) interpretation services.**
Duty Station: **Shengjin, Lezhe**
Classification: **Local Consultant**
Type of Appointment: **Consultancy Contract**
Estimated Start Date: **02 April 2024**
Duration: **(76 working days) within 6 months engagement**
Reference Code: **CON 2024/03**
Closing Date: **24 March 2024**

Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, 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. IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. Resettlement Support Center (RSC) Eurasia, operated by IOM on behalf of the U.S. Department of State, provides a range of services and support to the USRAP, including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program.

Overall Objective of Assignment:

The consultancy will contribute to the successful realization of the program United States Refugee Admissions Program (USRAP) operated by IOM Albania on behalf of the U.S. Department of State.

Core Functions / Responsibilities:

Under the overall supervision of the Head of Office, and direct supervision of the Project Coordinator, the Dari-English Interpreter will provide interpretation and translation services to support various RSC activities, but mostly during interviews with refugee applicants.

More specifically:

1. Provision of word-for-word interpretation from Dari into English (and vice versa) for refugee interviews within USRAP. Always use the native language of the applicants for interpretation.
2. Provide high quality translation from Dari into English of documents, ensuring accuracy, proper style, grammar, and spelling.
3. Strictly adhering to IOM Standards of Conduct, USRAP Integrity & Compliance Guide, RSC Eurasia Interpreter Code of Conduct, and other guiding IOM and RSC policies and manuals.
4. Perform any other duties as may be assigned.

Required Qualifications and Experience:

Education:

- High school diploma or equivalent from an accredited academic institution with two years of professional work experience preferably in the field of Interpretation or Translation

Experience and skills:

- Experience in working with refugees would be an advantage

Languages:

For all applicants, full professional fluency in English and Dari is required (oral and written). Knowledge of Albanian and Pashto would be an advantage

Required Competencies:

Values:

- 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.
- Courage: Demonstrate willingness to take a stand on issues of importance
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioral indicators level 1

- **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.

Other:

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

How to apply:

Interested candidates are invited to submit the following (all in English language) indicating the Reference Code (**CON 2024/03** with a subject line “**Local consultant to provide Dari-English (and vice versa) interpretation services.**” to: HumanResourcesTirana@iom.int

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous thematic expertise, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.

In order for an application to be considered valid, IOM only accepts applications duly completed.

No late applications will be accepted.

Only shortlisted candidates will be contacted.