

## VACANCY NOTICE



International Organization for Migration (IOM)  
The UN Migration Agency

The International Organization for Migration is seeking qualified candidates holding **Turkish citizenship** for the following position based in Ankara, Türkiye.

Vacancy Notice Number:	SVN#TR/2024/47
Position Title:	<b>Interpreter (Arabic) – re-advertised</b>
Duty Station:	Ankara – Türkiye
Classification:	6 months Special Short Term Graded Contract (G4)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	<b>15 May 2024</b>
Number of People to be hired	1
Category:	Internal & External

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.

At IOM, we welcome applications from qualified professionals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Our policies encourage a workplace free from discrimination and any form of harassment. Qualified women are particularly encouraged to apply for this position. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity)

### **General Functions:**

*Under the overall supervision of the Migration Health Officer and direct supervision of the Senior Movement Operations Specialist, Ankara, the successful candidates will be responsible and accountable for providing interpretation services to MHAC medical staff and to the beneficiaries assisted under the resettlement project. Also, to perform other related duties as assigned.*

### **Major Duties and Responsibilities:**

1. Provide Arabic-English/English-Arabic interpretation services to IOM medical clinic, Ankara. Maintain a level of neutrality during the interpretation and avoid providing his/her personal inputs in delivering messages between the interviewer and the refugee.
2. Provide clerical support to IOM Medical Assistants during the preparation. Conduct telephonic communications if needed as a part of the routine follow up being requested from MHAC different departments to enhance internal workflow.
3. Provide ad hoc support for written Arabic - and English translations.
4. Assist in the reception point for refugees and migrants apprehended when need be.
5. Provide general information and answer basic queries on the procedures to the refugees.
6. Contribute to reporting and statistics as requested.
7. Comply with the IOM Standards of Conduct and the IOM Confidentiality Agreement. Maintain a professional appearance and migrant-friendly demeanour at all times. Maintain positive working relationships within the IOM team and with government authorities. Maintain confidentiality and discretion in treating applicants' medical and personal information.
8. Assist the process of referring the vulnerable migrants who has special needs.

9. Immediately inform management of any problems or issues related to the daily work and make suggestions on how to improve efficiency and client service.
10. Perform other such related duties as may be required.

### **Required Qualifications:**

#### **Education:**

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Linguistics, or related fields from an accredited academic institution with two year of relevant professional experience.
- Completed High school diploma from an accredited academic institution with four years of relevant experience.

#### **Experience:**

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; is an advantage, and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in health care institution and medical translation is an advantage
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Knowledge Implementing emergency/humanitarian projects; and,
- Microsoft Office Skills, for any necessary field reporting.

#### **Languages:**

- Fluency in **English and Arabic** is required.
- Working knowledge of **Turkish and Farsi** is advantageous.

### **Required Competencies**

The incumbent is expected to demonstrate the following values and 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.

## **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:**

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, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring 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 neighbouring country located within commuting distance, and work permit, as applicable.

**This is a local position and applications from candidates for non-Turkish citizens holding a valid residence permit residing in Türkiye might be considered.**

## **How to Apply:**

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to [iomtrjobs@iom.int](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **15 May 2024**.

Please note that only shortlisted candidates will be contacted.