

CALL FOR CV



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Ankara, Turkey.

Vacancy Notice Number:	SVN#TR/2021/220
Position Title:	On-call Interpreter
Classification:	Hourly Contract
Duty Station:	Ankara - Turkey
Eligibility:	Internal and External Candidates

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Major Duties and Responsibilities:

1. Provide French – Arabic / Arabic – French, Farsi – English / English – Farsi, Pashtu – English/ English – Pashtu Interpretation Services during Selection Missions to delegation officials/ interviewers during interview sessions with the refugees in Turkey.
2. Maintain a high level of neutrality when performing interpretation work and avoid providing his/her personal inputs or ideas when delivering messages between the interviewer and the refugee applicant.
3. Provide general administrative/ clerical support to delegation officials/ interviewers during the preparation and conducting of the interview sessions.
4. Provide ad hoc support for written translations as would be required.
5. Assist at the entry point for refugees arriving at the interview screening venue.
6. Provide general information and answers to basic queries on the resettlement procedures to the refugees as would be instructed by IOM or by the delegation officials/ interviewers.
7. Contribute to reporting activities and statistics as would be requested.

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 – behavioural 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.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will 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 e-mail** to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehî Kurbanî Akboga Sokak No:24 Cankaya, Ankara.

Please note that only shortlisted candidates will be contacted.