

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 Istanbul, Turkey.

Vacancy Notice Number:	SVN#TR/2021/290
Position Title:	On-call Interpreter
Duty Station:	Istanbul - Turkey
Classification:	Hourly Contract
Deadline of Applications:	9 December 2021
Number of People to be hired	8
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 direct interpretation and translation services for refugee training sessions / refugee processing interviews (in addition to translating project related documents, if required).
2. Provide direct bilateral and multilateral interpretation services.
3. Facilitate the two-way communication by maintaining professionalism, diligence, impartiality, objectivity, and being cooperative and courteous to both participants and trainer.
4. Assist in secondary, related tasks, such as informing the applicant(s) for the schedule of programs and assist them with their needs.
5. Abide by IOM codes of conduct.
6. Undertake any other assigned duties, as specified by IOM management.

Required Qualifications

Experience:

- Knowledge of word processing and typing skills in English, Arabic, Kurdish Pashto, or Farsi; proven ability to work with spread sheets and database applications will be considered advantageous.
- Previous teaching and training background.
- Experience working with refugees.
- Ability to use own initiative and work under pressure with minimum supervision.
- Strong interpersonal and communication skills.
- Attention to detail and ability to organize.
- Self-motivated and objective driven.

Language:

- Arabic-English / Farsi-English / Kurdish-English/ Pashto-English/ Urdu – English/ Dari-English

Required Qualifications:

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 Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **9 December 2021**.

Please note that only shortlisted candidates will be contacted.