

## 17298 - Special Assistant/Translator - Kabul, AFGHANISTAN

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<b>Job ID/Title :</b>	17298 - Special Assistant/Translator
<b>Scope of advertisement :</b>	Locally advertised (only on AFGHANISTAN Country Office Website)
<b>Category (eligible applicants) :</b>	External
<b>External</b> defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
<b>Brand :</b>	UNIFEM
<b>Practice Area :</b>	Women's Empowerment
<b>Application Deadline :</b>	23-Jun-10
<b>Type of Contract :</b>	Service Contract
<b>Post Type and Level :</b>	SB-2
<b>Duty Station :</b>	Kabul, AFGHANISTAN
<b>Languages Required :</b>	English
<b>Starting Date :</b>	
<b>Duration of Initial Contract :</b>	One Year (with possibility of extension)
<b>Expected Duration of Assignment :</b>	

### Background:

#### I. Organizational Values and Principles:

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

#### II. Background:

Since 2002, the UNIFEM Afghanistan Country Office (ACO) has been assisting the government of Afghanistan and its partners in the area of Elimination of Violence Against Women (EVAW). UNIFEM is further expanding its EVAW Program in view of building capacities and providing more coherent and specialized support in the work pertaining to EVAW carried out by both government and civil society organizations. The EVAW SF and URF, under the larger umbrella of UNIFEM Afghanistan Special Funds are a mechanism to strengthen resource efficiency and effectiveness by pooling resources and expertise via multiple stakeholders to provide effective response to address women's rights priorities, build capacities and

provide more coherent and specialized support to government, civil society organizations and individuals to work and deliver in close coordination and collaboration and to expand women's rights initiatives throughout Afghanistan.

In this regard, UNIFEM Afghanistan's Elimination of Violence against Women Special Fund (EVAW SF) was established in 2007. The Fund addresses the inadequate mechanism to financially support and mobilize community-based and non-governmental organizations that are working on EVAW and expand EVAW initiatives throughout Afghanistan in a coordinated, strategic and sustainable manner. UNIFEM ACO aims to pass the Fund on to a national leadership within a set time frame. The work of the EVAW SF is inter-linked with all other EVAW initiatives of UNIFEM Afghanistan to ensure a coordinated and collaborative approach and their sustainability.

In supporting EVAW in Afghanistan, UNIFEM also recognizes the need to protect women human rights defenders engaged in promoting the full realization of gender equality commitments and women's participation in political, peace and governance processes. UNIFEM is in the process of establishing the Urgent Response Fund (URF) as a mechanism to address targeted violence against women's rights defenders; to cultivate a safe environment for Afghan women to exercise their political rights of expression, representation, and peaceful assembly at the national and sub-national levels; and to provide rapid responses to ensure safety and security of those targeted by threats and violence.

#### **Description of Responsibilities :**

Under the direct supervision of UNIFEM Afghanistan Special Funds Coordinator and overall guidance of National Program Officer, the special assistant/Translator will be responsible for both written and verbal translation/interpretation mainly from/into English into/from Dari and provide support with administrative activities of the Special Funds. This position will involve overnight stays in the provinces on both short and longer missions (of 3-4 days at a time).

Specific areas of responsibilities include:

- To accompany international staff of the unit to meetings and provide interpretation (English/Dari/Pashto) on regular basis during missions, partners, national counterparts (government and civil society) and other stakeholders.
- Translate documents, presentations, brochures, books, publications, training materials, minutes of meetings, correspondences, guidelines, manuals, reports, proposals, and any other material whenever needed from/into English, into/from Dari within requested deadline.
- Edit and proofread all abovementioned documents after they are translated from one language into another to ensure high quality, accuracy, correctness, fluency, and readability.
- To provide accurate interpretation at meetings, training sessions, workshops, conferences and other relevant activities and events., To provide administrative support on organizations of meetings, liaison with partners and stakeholders, arrange flights/transport, etc.
- Ensure high levels of accuracy and quality in translation of documents and while providing simultaneous interpretations
- Compare and proofread translated documentation to ensure adequate level of accuracy and quality
- Attend meetings, workshops, seminars, trainings, etc. both in a note taking and translation capacity. Compile notes of such meetings in good quality and high level of accuracy.
- Assist in administrative work of the Special Funds Unit.
- Perform any other duties as required by the Special Funds Manager

#### **Competencies :**

- Ability to work under pressure, to follow deadlines and handle numerous tasks simultaneously
- Ability to multi-task and respond simultaneously and in a timely fashion to job requirements.
- Ability to work under pressure and meet deadlines.
- Strong and proven integrity, time management and work prioritization skills;
- Understanding of UNDP/UNIFEM procedures, rules and regulations an asset;
- Ability to work effectively as a team member.
- Demonstrated sensitivity, discretion, tact and courtesy in relation to gender equality and women's rights, development principles and projects, implementing partners, and national and international personnel of varied

nationalities and backgrounds.

- Excellent communication skills, written and oral Commitment to upholding the organizational values and principles of UNIFEM
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan

**Qualifications :**

- High school graduate, university degree is desirable, but it is not a requirement
- Excellent command of English, Dari and Pashtu – both oral and written;
- At least three years experience in translation and interpretation (English/ Dari/ Pashtu) with national or international organizations
- Good knowledge of computer applications (Ms. Office)
- Excellent communication and interpersonal skills;
- Proven ability to work as part of a team in an international and multicultural environment;
- Ability to keep deadlines;
- Must be able to travel to provinces and stay overnight on missions.