



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Position Title : **Ukrainian/Russian/English interpreters**
VN No : **PLCFA23-078**
Duty Station : **Warsaw, Poland**
Classification : **Consultant contract**
Type of Appointment : **Initially 6 months**

Closing Date : **25 September 2023**

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.

Project Context and Scope:

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

Under the general supervision of Chief of Mission and the Project Manager, Resettlement Support Center and Resettlement Eurasia and the direct supervision of the Senior Project Assistant, Project Management, the Interpreter will be based in Poland and will provide effective and expedient interpreting and translation for work relating to IOM's Resettlement Support Centre (RSC) Unit.

1. Provision of word-for-word interpretation to/from Ukrainian, (or Russian, if applicable) and English

languages for refugee interviews within USRAP. Always use the native language of the applicants for interpretation.

2. Remain impartial and neutral during interpretation. Always use the first person (I or me) when interpreting the applicant's statements.
3. Always seek clarification from the RSC staff member when in doubt and immediately inform the RSC staff member/USCIS Officer if having difficulty understanding the applicant/the USCIS Officer.
4. Provide high quality translation of documents and ensure that the translation is written with style, correct grammar and spelling. Ensure accuracy of translation of the terms/terminology used in the documents.
5. Immediately inform RSC staff member and/or USCIS Officer in case the applicant or other person offers a bribe, threatens and/or tries to influence your translation.
6. Immediately inform the RSC staff member if you have previously met the applicant or he/she is your friend, relative or acquaintance or you know him/her, but never met.
7. Strictly adhere to IOM Standards of Conduct and RSC Eurasia Interpreter Code of Conduct.
8. Keep all information confidential.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

1. Education, Experience and/or skills required

Min. Academic Education:

- Bachelor's degree from an accredited academic institution in Translation, Linguistics, or other related fields

Min. years of relevant Work experience:

- A minimum of 2 years' relevant experience including translation either freelance or at an organization following bachelor's degree
- Proficiency in the English language
- Written and verbal fluency in the Ukrainian and Russian languages

2. 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

- **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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

- Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV with a completed Personal History Form [IOM Personal History Form.xls \(live.com\)](#) (four pages) in to the email address smukrmhdopsrecpl@iom.int referring to this advertisement.
- Apply by clicking the link: <https://www.impactpool.org/jobs/989856>

Closing Date: 25.09.2023

Only shortlisted applicants will be contacted.

NOTE

NO FEE:

The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.