



## Vacancy Notice

### Open to Internal and External Candidates

Vacancy Number : **UA90CFA/2024/07\_01**  
Position Title : **Arabic-English Interpreters**  
Duty Station : **Ukraine Sub - Office in Warsaw, Poland**  
Classification : **Consultancy - Consultant**  
Type of Appointment : **Contractors Agreement**  
Estimated Start Date : **As soon as possible**

Closing Date : **21 August 2024**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and uphold the human dignity and well-being of migrants.

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

#### **Context:**

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM 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. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

Under the United States Refugee Admissions Program (USRAP), Resettlement Support Centers (RSCs) provide critical support and processing services for resettlement to the US. As part of an MOU between IOM and the US State Department Bureau for Population Refugees and Migration (PRM), IOM manages several RSCs which prepare applications for adjudication by and provide support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitate security and medical screenings, provide information about arriving individuals to resettlement agencies in the US and offer Cultural Orientation (CO) training to individuals departing for the US.

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.

## RESPONSIBILITIES AND ACCOUNTABILITIES

1. Provision of word-for-word interpretation to/from Arabic/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

### Education

- High school diploma or equivalent from an accredited academic institution with two years of professional work experience preferably in the field of Interpretation or Translation
- Full professional fluency in Arabic
- Full professional fluency in English
- Experience in working with refugees would be an advantage

### Travel required

### Languages

Fluency in **English is required** (oral and written).

Written and verbal fluency in the Arabic language.

### *Required Competencies*

IOM's competency framework can be found at this [link](#).

The incumbent is expected to demonstrate the following values and competencies:

### **VALUES - All IOM staff members must abide by and demonstrate these five values:**

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

## **Core Competencies – behavioural 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.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

### ***How to apply:***

- Interested candidates are invited to submit their application including **a CV, or a completed Personal History Form in English by email to: [rscrcpl@iom.int](mailto:rscrcpl@iom.int)**, specifying the vacancy reference number and full name in the subject line (e.g., "UA90CFA/2024/07 – Jane SMITH").

Please click this link to access [Personal History Form \(four pages\)](#)

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

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### ***Posting period:***

From 24 July 2024 to 21 August 2024