



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA23-001**
Position Title : **Interpreter and translator**
Duty Station : **Warsaw, Poland**
Type of Appointment : **Consultant – hourly intermittent appointment**
Closing Date : **10 February 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. 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 has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

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 overall supervision of the Project Manager/Project Officer and direct supervision of the Focal Point for Interpreters / Senior Project Assistant, the successful candidate will provide interpretation services to support various RSC activities, but mostly during interviews with refugee applicants.

Core Functions / Responsibilities:

1. Work closely with various IOM Teams to provide necessary interpretation services either on site, over the phone or during field visits.
2. Provision of word-for-word interpretation and translation to/from Ukrainian and Russian and English languages and vice versa for migrants and IOM staff as well as service providers to help facilitate communication among migrants, service providers and relevant IOM project Staff, located at the camp and outside.
3. Provision of word-for-word interpretation and translation to/from Ukrainian and Russian and English languages and vice versa for refugee interviews within USRAP.
4. Always use the native language of the applicants for interpretation.
5. Accompany migrants on visits to local public institutions for necessary interpretation services.

6. Participate in the organization of meetings, trainings, workshops, focus groups and other activities and provide translation and interpretation services.
7. Enter related data regularly and accurately in the database system.
8. Maintain strict confidentiality and ensure full adherence to protection principles including Do No Harm as well as IOM Gender and PSEA policies.
9. Maintain positive working relationships within the IOM colleagues and government officials.
10. Always maintain a professional appearance and migrant-friendly demeanour.
11. Perform other related duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Interpretation, Literature, Linguistics, Social Science, or a related field from an accredited academic institution with two years of relevant professional experience;
- Complete school diploma from an accredited institution with four years of relevant professional experience.

Experience and Skills

- Previous experience in interpretation.
- Experience working with vulnerable groups and providing humanitarian assistance.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Excellent communication and interpersonal skills.
- Discreet, patient and detail and client oriented.
- Proficient in Microsoft Office; knowledge of SAP is a distinct advantage.

Languages

English, Russian and Ukrainian.

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 three 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:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a CV and a completed Personal History Form in English by email to: rscrepl@iom.int** specifying the vacancy reference number **PLCFA23-001 and full name** in the subject line.

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.

Posting period:

19.01.2023 until 10 February 2023