



Call for Applications

Position Title : **Interpreter**
Duty Station : **Budapest, Hungary**
Type of Appointment : **Consultancy**
Duration of Consultancy : **3 months, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date for Application : **10th of May 2023**
Reference Code : **CFA 2023_02**

1. Context and Scope:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Under the overall supervision of the Programme Manager – Ukraine Response and direct supervision of the Project Coordinator – Information Provision, the incumbent will be responsible for providing interpretation support to people affected by the Ukrainian crisis in Hungary as well as support facilitating information provision activities at the two in-person Info Points and the Hotline.

2. Nature of Consultancy

Providing interpretation services over the phone and face to face to the people affected by the Ukrainian crisis.

3. Organizational Department / Unit to which the Consultant is contributing:

Information Provision

4. Tasks to be performed under this contract

- Provide interpretation support to the people affected by the Ukrainian crisis when attending Hungarian authorities (police, civil protection, health authorities, immigration) or other entities, including schools, banks and hospitals primarily in Budapest.
- Interpret from Hungarian into Ukrainian and vice versa on a wide variety of daily topics and issues (medical, education, legal etc).
- Support facilitating information provision activities at the two in-person Info Points and the Hotline.
- In coordination with the relevant IOM units regularly monitor social media channels and assist in communication with the people affected by the Ukrainian crisis.
- Support translation of documents and communication materials in English, Hungarian and Ukrainian.
- Assist in the interpretation activity in an objective and impartial way.

- Maintain the confidentiality and integrity of all related information by implementing control procedures in line with IOM standards of conduct and data protection rules.
- Prepare periodical reports and updates on interpretation services, trends and best practices.
- Perform any other duties as may be assigned related to the job.

5. **Performance indicators for the evaluation of results**

- Provision of interpretation sessions.
- Quality and accuracy of translation (from 1 to 5 where 1 is the lowest and 5 the highest);
- Professionalism of communication with the team (from 1 to 5 where 1 is the lowest and 5 the highest).

8. **Education, Experience and/or skills required**

Education

- High school Degree/Certificate with minimum 3 years or relevant work experience desirably interpretation/cultural mediation in the framework of migrants' assistance.; or,
- Bachelor's degree in Social Sciences, Humanities, Linguistics , Literature, or a related field from an accredited academic institution with 1 year of relevant work experience.

Experience

- Experience in interpretation is required;
- Experience in the framework of migrants' assistance is desirable;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

- Fluency in Ukrainian, English and Hungarian is required.

6. **Travel required**

- Occasional travel may be required.

7. **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

- **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.

Notes

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 CV in English via e-mail at IOMBudapestHR@iom.int.

The reference code CFA 2023_02 must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

*Candidates who do not possess the above requested qualifications will not be taken into consideration.
Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.*

Posting period:

From 04 May to 10 May 2023.