

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TURR000504--Interpreter / Translator

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Turkey
Host Institute	World Health Organization
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Ankara [TUR]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Ankara is the capital of Turkey and the country's second largest city following Istanbul with the population of 4.5 million people. Centrally located in Anatolia, Ankara is an important commercial and industrial city. It is the seat of the Turkish government and houses all foreign embassies. The city is strategically located at an important crossroads for trade in proximity of Turkey's highway and railway networks. Visas are required for entry into Turkey. It is therefore strongly recommended to check with the local Turkish Embassy or Consulate before traveling (<http://www.mfa.gov.tr/visa-informationforforeigners.en.mfa>). Nationals of EU member states and a limited number of nations are eligible for visas-on-arrival at international air termini and certain border crossing points.

- Security: The current security level in Ankara is minimal – 1. Ankara is considered a generally a safe city, where normal use of

common sense and acting responsibly takes one a long way. The public transport is safe to use. There are no direct threats towards United Nations and its staff in Turkey.

- Medical Services: No special vaccinations are required for a travel to Ankara. Medical services available are of high quality, and health care services are available also in English.
- Housing: Apartments and flats are easily available and generally of good condition, with well working services (gas, electricity, water). The cost of housing is reasonable, although smaller apartments and certain locations close to foreign embassies and the UN House tend to be more expensive. Some UN Volunteers opt for house sharing. Upon arrival, UN Volunteers will reside in a hotel until they find permanent housing. UNV Field Unit can provide assistance to UN Volunteers in identifying suitable housing.
- Cost of living and services: Housing is the largest monthly expense, and the cost of living is otherwise very affordable. Daily food and products are inexpensive, as are many services.
- Imported goods and many non-essential services and products tend to be more expensive. The provision of goods and services in general is very good. Local transportation ranges from buses, mini-buses called "dolmuş" to taxis, which are all affordable. The subway lines are very limited in the scope.
- Weather: The city has a mean elevation of 938 metres. It has cold, often snowy winters due to its elevation and inland location, and hot, dry summers. Because of Ankara's high altitude and its dry summers, nightly temperatures in the summer months can be cool.
- Language: Turkish is the only official language. English is widely spoken in touristic areas, but less commonly in Ankara. In supermarkets and shops, few Turkish words are useful. There are Turkish language schools and tutors available in Ankara.

Assignment Details

Assignment Title

Interpreter / Translator

Organizational Context & Project Description

With its establishment on 7 April 1948, WHO works worldwide to promote health, keep the world safe, and serve the vulnerable.

WHO's goal is to ensure that a billion more people have universal health coverage, to protect a billion more people from health emergencies, and provide a further billion people with better health and well-being.

(1) The incumbent will be based at the WHO CO in Ankara and work under supervision of Project Coordinator and in close collaboration with WHO Communication Officer and the WHO Representative in Turkey. He/she will work in close contact with all the members of the CO.

(2) The role of the incumbent is that of a specialist and an expert in translations both written and verbal from English to Turkish and vice versa. He/she is part of the CO team as well as relates to relevant technical units.

(3) Proactive role in seeking guidance from colleagues, searching and analysing evidence, and usage of WHO prepared guidelines is foreseen.

(4) Contacts within the organization:

- WHO and other staff in WHO Country Office: to share and receive knowledge/information, to harmonize implementation of work;
- Relevant staff in WHO/EURO's Language Services Unit: to receive specific input in language usage and WHO terminology/expressions;

Contacts outside the organization:

- Technical partners and stakeholders on the ground
- Officials in the Ministry of Health and local authorities as appropriate
- UN agencies within the UNCT

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the direct supervision of Strengthening National Capacities Against COVID-19 Project Coordinator, the National UN Volunteer

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

(Interpreter/ Translator) will undertake the following tasks:

Ensuring efficient, timeliness and qualitative translation

- Review the documents to be translated. Translate Documents (English to Turkish; Turkish to English).
- Ensure efficient, timely and qualitative translation is conducted, the usage of proper terminology (English and Turkish based on the nature of documents), accuracy in language and structure is maintained, confidentiality of translated materials is respected.
- Proofread and edit final translated versions.
- Provide simultaneous/consecutive/whispered interpretation services during meetings and/or trainings organized by WHO on various topics.
- Ensure simultaneous translation (with translation booth, headset and necessary system/ equipment provided) at project related events and workshops.
- Perform terminology research to ensure the accuracy and appropriateness of all translations.
- Working closely with the Communications Officer, prepare translations of visibility products.
- Be responsible for ensuring quality and accuracy of the entire document before submission.
- Travels with WHO staff on their missions to the field for interpretation and other assistance, as needed.
- Responds to queries relating to the area of responsibility.
- Takes notes at meetings; takes and transcribes from dictation, recordings and handwritten drafts.
- Performs other duties as required.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

As an active WHO Turkey team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WHO Turkey and its beneficiaries in the accomplishment of her/his functions, including:

- Expect to work to an average daily output of 2,000 to 3,000 words.
- Translate all text, including text contained in figures, boxes, tables, photo captions, sources and covers requiring translation and proofreading.
- The translated text has to be delivered in MS Word, PowerPoint, or Excel files, as required, following the formatting of the original document as needed. Use appropriate software for translation consistency, presentation and delivery.
- Ensure quality and accuracy of the entire document before submitting it back to the Responsible Officer.
- Ensure consistency of tone, syntax and style, and that the content no longer reads like a translation but reads as if it was originally crafted in the target language.
- Look critically at the translation and refine the translated text by incorporating preferred glossary terminology and the style specifications.
- Proofreading of final page layouts, if needed.
- Manage work schedules to meet deadlines.
- Render spoken messages accurately, quickly, and clearly.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Essential: University degree in Translation, Interpretation from an accredited educational institution

Required experience 24 months

Experience Remark

- **Required Skills:**

- Use of standard office software and note-taking.
- Experience in the simultaneous and/or consecutive translation and secretarial field.
- Excellent knowledge of Turkish and English.

- **Highly Desired Skills:**

- Translation experience in scientific or medical environment.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;

- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet, and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;

Language

- English (Mandatory) , Level - Fluent
- AND - Turkish (Mandatory) , Level - Fluent

Area of Expertise

- Translation and interpretation Mandatory

Area of Expertise Requirement

Need Driving Licence No

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

TURR000504-10468

Application procedure*** Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

*** Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Turkey and legal residents in Turkey with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 15-09-2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/VFVSUjAwMDUwNA==>**Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.