

POOL ADVERTISEMENT

SENIOR INTERPRETER/REVISOR

Post: No vacancy (Pool Advertisement)
Application Closing Date: 31 October 2016

Resolute Support (RS)
Location: HQ RS, Kabul, Afghanistan
Post – Local Civilian Hires (LCH) Grade – 8, 7, 6 & 4

NOTE: This is a pool advertisement; there is currently no vacant position. Successful candidates will be kept on a reserve list for each grade and as a vacancy becomes available within 12 months of the campaign individuals will be contacted.

Post Description:

RESOLUTE SUPPORT in strategic partnership with Government of Islamic Republic of Afghanistan (GIROA) conducts Functionally Based Security Forces Assistant (Train Assist and Aid) (SFA (TAA)) to enable a credible, capable, and sustainable Afghan Security Institution (ASI) and Afghan National Security Forces (ANSF). - The Chief of Staff (COS) is responsible for providing the staff support required by the Commander (COM) to achieve campaign objectives. The Director of Staff (DOS) office performs and promotes horizontal and vertical coordination within Headquarter Resolute Support (HQ RS) on behalf of COS RS, managing all the services that require top-level coordination or de-confliction. The Director of Staff Linguistic Service Section (DOS LSS) manages all services related to translation and interpretation. The incumbent fills the post of civilian interpreter/translator in the Linguistic Service of DOS at HQ RSM. The linguistic Service is responsible for the provisions of linguistic support, to include translation of documents and interpretation.

Principle Duties:

Translates and revises translations of all types of text from English to Dari and/or Pashto and vice versa.
Interprets in liaison, consecutive and simultaneous modes from English to Dari and/or Pashto and vice versa inside and outside the Headquarters
Assists the Chief Linguist in assigning translation tasks and interpretation missions to the branch's interpreters and translators according to his knowledge of each linguist's capabilities
Keeps abreast of issues related to NATO and RSM policies.
Maintains knowledge of specific and technical fields
Compiles or supervises the compilation of relevant terminologies.
Provides initial and refresher training for linguists
Assists in testing candidates for translator or interpreter posts
Assists the Chief Linguist in drafting performance reviews
Assists the Chief Linguist in managing and administering the Branch
Proof reads and gives editorial assistance in English to authors of texts.
May act as Chief Linguistic Service in the absence of the Branch Chief
Performs other related duties as required or assigned

Additional Duties:

Accompanies members of HQ RSM to functions and acts as an enabler to allow members of HQ RSM to meet local dignitaries. Participates in training organized by the Chief Linguistic Service.
The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

Essential Qualifications:

Professional/Experience:

The study of the structure and composition of foreign languages. It includes the study of related cultures, literature and linguistics. (Specialization: Interpretation programmes) [Ref: UNESCO ISCED 1997:222]

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Primary Skill Level: Enable: Works under general direction within a clear framework of accountability with substantial personal responsibility and autonomy to plan own work to meet given objectives and processes.

Influences team and specialist peers internally and may influence external organizations, HQs and agencies. Some responsibility for work of others and allocation of resources. Responsible to execute a broad range of complex professional or technical work activities in a variety of contexts. Plans, schedules and monitors work activities in order to meet time and quality targets and in accordance with established procedures. Selects appropriately from applicable standards, methods, tools and applications. Applies analytical and systematic approach to problem solving. Communicates and present complex information fluently to both specialist and non-specialist audiences. Maintains awareness of developing trends within the wider occupational field and absorbs new information rapidly and applies it effectively in relevant internal business areas or external agencies. [Ref: NATO adaptation of SFIA v3 2005: Generic Level Description]

The ability to interpret in the required modes from Dari/Pashto to English and vice versa

The ability to translate from Dari/Pashto to English and vice versa

The ability to deal unobtrusively with the local population and RSM HQ personnel

The ability to interpret or translate and revise at the required level of quality

Sound and up-to-date knowledge of political, cultural, scientific and technical matters, especially as related to Afghanistan

Education/Training:

Full secondary education

Language:

English: Good level of written and spoken language skills

Dari: Very good level of written and spoken language skills

Pashtu: Satisfactory level of written and spoken language skills

Note: The normal working language within the organisation is English

Standard Automated Data Processing (ADP) Knowledge: Working Knowledge, with basic knowledge on Graphics Presentation.

Desirable Qualifications:

Professional/Experience:

Some years of experience in a similar post or of linguistic functions

Knowledge of other languages

Education/Training:

University-level education

Formal language training

Formal qualifications or work experience demonstrating linguistic ability.

Personal Attributes:

There is a requirement for occasional work under pressure, dealing with sometimes high workloads and irregular working hours.

Willingness to undergo training at the Linguistic Service in the specific tasks, to include familiarization with specific terminology

He/she must be able to perform occasional travel on temporary duty

Professional Contacts:

Regular professional contacts with others inside and/or outside immediate organization on functional matters, Solicits/gives information and provides advice/guidance.

Managerial Responsibilities:

N/A

Contribution to Objectives:

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Work consists of day-to-day support and does not commit resources of the organisation.

Work Environment:

The work is normally performed in a typical Office / Secure Facility environment. Slightly Undesirable Conditions apply. Shift working may be required.

We only accept RS LCH Application Forms in word format and they should be sent to

local.vacancies@hq.isaf.nato.int

PLEASE NOTE: ONLY THE OFFICIAL LCH RS APPLICATION, FOUND ON OUR WEBSITE WILL BE ACCEPTED. CV'S, RESUMES, CERTIFICATES SENT WITH THE APPLICATION FORM WILL NOT BE TAKEN INTO CONSIDERATION.

Additional Remarks:

An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, RS posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the advertising and contractual period.

Benefit Package:

Monthly salary of € LCH-8 (1,626.00) – LCH-7 (1,369.00) – LCH-6 (1,064.00) & LCH-4 (645.00)
Meal Allowance of € 185 per month

If interested, please apply in accordance with the General Information for applicants provided through the following link:

http://www.rs.nato.int/images/stories/File/general_information_for_applicants.pdf