Team Leader (Arabic) - (1804908)

Grade: P5
Contractual Arrangement: Fixed-term appointment
Contract duration: 2 years
Posting Date Oct 22, 2018, 11:14:25 AM
Closing Date Nov 13, 2018, 12:59:00 AM
Primary Location Switzerland-Geneva
Organization HQ/GBS Dept for Governing Bodies and External Relations
Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

Within the Department of Governing Bodies, the Office of Language Services (LNG) provides high-quality, timely and cost-effective translation, interpretation, editing, official records, word-processing and online services for the governing bodies, as well as language services for the Director-General's Office and WHO technical programmes, so as to make WHO health policy and technical information accessible to its target readerships in the official languages of the Organization.

DESCRIPTION OF DUTIES

1. To lead a comprehensive Arabic translation service for the WHO governing bodies and the Director-General's office, and for requests coming from the technical units and general management.

2. To manage and supervise the staff of the Arabic translation and word-processing teams, and the external translation suppliers, providing guidance and building capacity for a sustainable workforce.

3. To translate into Arabic, self-revise and post-edit a wide variety of texts dealing with medicine, public health and other areas of relevance to WHO, such as legal and financial texts. Such translations may be considered final and not subject to further review.

4. To support and develop the use of translation tools, keeping up to date with the latest developments, mentoring staff in their use and collaborating with other language teams in headquarters and regional offices as relevant.

5. To perform other related duties and act for GBS/LNG Coordinator as required.

Key achievements expected:

Successful coordination and supervision of all requests for Arabic translation, or assistance for meetings within and beyond headquarters.

Effective and efficient team developed and maintained with the longer and shorter term staff involved in Arabic translation.

Consultations and negotiations held with originator departments as to any practical aspects related to the provision of translation, such as timing and resources.

An active roster of short-term and external translators, via an established appraisal process.

Electronic databases and tools maintained with relevant and accurate information in Arabic.

REQUIRED QUALIFICATIONS

Education

Essential: An advanced university degree in translation and/or languages, or an advanced university degree related to international health or management administration, combined with a university degree in modern languages.
Desirable:

Experience

Essential: At least ten years of experience, of which five at the international level, in translation, revision and editing of the target language.
Desirable: Experience working with WHO or other UN agencies.

Skills

- Mastery of the art of translation.
- Team leadership skills, with ability to manage, train and guide staff.
- Administrative and managerial skills.
- Tact.
- Knowledge of editorial and terminology work.
- Ability to use standard office and translation related tools and to adapt to and support the use of technological advances in translation.
- Familiarity with health and health-related subjects.

WHO Competencies

Teamwork
Respecting and promoting individual and cultural differences
Communication
Moving forward in a changing environment
Knowing and managing yourself
Creating an empowering and motivating environment

Use of Language Skills

Essential: Expert knowledge of English. Expert knowledge of Arabic.
Desirable: Intermediate knowledge of French.

REMUNERATION

WHO salaries for staff in the Professional category are calculated in US dollars. The remuneration for the above position comprises an annual base salary starting at USD 85,543 (subject to mandatory deductions for pension contributions and health insurance, as applicable), a variable post adjustment, which reflects the cost of living in a particular duty station, and currently amounts to USD 5318 per month for the duty station indicated above. Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma (s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: **http://www.whed.net/**. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: **http://www.who.int**.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- WHO has a mobility policy which can be found at the following link: **http://www.who.int/employment/en/**. Candidates appointed to an international post with WHO are subject to mobility and may be assigned to any activity or duty station of the Organization throughout the world.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.