

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

RWAR000542--Interpreter

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

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Country of Assignment	Rwanda
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	12
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Kigali [RWA], Nyamata
Assignment Place	Family Duty Station
Assignment Place Remark	

### Priority Languages – Somali, Tigrinya & Arabic

Kindly note that volunteers are expected to be deployed within the next four (4) weeks, since this is an urgent assignment.

### Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 12 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

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The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. Good governance, productive and market-oriented agriculture, and regional and international economic integration are three of the six pillars of the Rwanda's long term Vision 2020.

The country now has many international visitors and is regarded as a safer place for tourists. Its economy is booming, and Rwanda is increasingly depicted as the emerging model for socio-economic development in the Region.

The principal form of public transport in the country is shared-taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwandan Franc (RWF). The US dollar is the hard currency of preference. It may be impossible to exchange travelers' cheques away from the capital. VISA cards are accepted in most banks in the capital.

Nyamata is located in Bugesera District, Eastern Province, directly south of Kigali, the national capital and the largest city in the country. Its location is about 39 kilometres (24 mi), by road, south of Kigali. A new airport, Bugesera International Airport, is under construction, since August 2017, with the first phases expected to be completed in 2019, Houses are readily available as well as DSS approved hotels

## Assignment Details

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Assignment Title Interpreter  
Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country ([www.unhcr.org](http://www.unhcr.org)).

The UNHCR Representation Office in Rwanda is composed of the Branch Office in Kigali and Field Offices

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in Huye, Gicumbi, Rubavi, Rusizi, Karongi and Kirehe as well as a Field Unit in Nyamata. As of end of July 2019 the number of persons of concern in Rwanda was 148,746 individuals from Burundi in the Democratic Republic of Congo.

Given the deteriorating security situation in and around the Libyan capital of Tripoli, UNHCR seeks to collaborate with the authorities of the Republic of Rwanda and the African Union (AU) in the immediate establishment of an Emergency Transfer Mechanism (ETM). The establishment of the ETM is aimed at responding to the emergency protection needs of refugees, asylum-seekers, children and youth-at-risk, and others of concern in Libya (urban-based and detention environments). Through this ETM, the individuals concerned would be transferred, on a voluntary basis, from Libya to Rwanda. The selection of those to be transferred would be made based upon an agreed procedure and defined criteria by UNHCR. The total number of individuals to be evacuated and admitted to Rwanda is established at five hundred (500) persons at any given time. From the ETM, a durable solution for the individuals' situation would be pursued based on an informed decision, including voluntary return to the country of origin, legal pathways for a third country solution or third country resettlement to States that are willing to offer admission, longer term stay in Rwanda, family reunion in a third country, readmission to previous countries of asylum, etc.

UNHCR plans to support the Rwandan authorities in biometric registration and Refugee Status Determination (RSD) of evacuated persons, in accordance with applicable laws and regulations of Rwanda. A durable solution for their situation would be pursued, including return to the country of origin for those who voluntarily choose to do so, or third country resettlement to States that are willing to offer admission.

The need for this assignment pertains to translation and interpretation services in the context of the Emergency Transit Mechanisms (ETM) of evacuees from Libya to Rwanda. The ETM is a life-saving protection tool and a responsibility sharing mechanism and increase UNHCR's access to all persons in need of international protection there.

## **Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

### **Task description**

The Interpreter will be assigned to work with one of the ETM/Protection Units, namely either Child Protection/BID, RSD, Resettlement, or Field (Protection)/Community Services. The interpreter will report to the Head of the pertinent Unit.

The Interpreter will provide operational support to registration, protection, refugee status determination (RSD), child protection, resettlement (RST) and field staff of UNHCR and to the staff of partner organizations **through language support services** for evacuees from Libya.

Under supervision, the Interpreter is expected to provide interpretation in the following languages:

1. Amharic, Oromo, English
2. Somali, English

3. Maay Maay, (Somali), English
4. Tigrinya, Amharic, English
5. Arabic, English
6. Anyuak, English
7. Dinka, English
8. Luganda, English
9. Nuer, English
10. Talodi–Heiban English
11. Fur, English
12. Zaghawa, English,

- The interpreter may be asked to translate written documents or statements as necessary.
- Assist in the translation of all office documents including general correspondence, manuals as required.
- The interpreter is required to read, understand and comply with UNHCR's Code of Conduct and realizes that he/she shall be expected to work in the spirit of the principles set forth therein.
- The interpreter is required to read and understand the Undertaking of Confidentiality and Impartiality and understands that he shall be expected to respect the principle of confidentiality and remain impartial in his/her work.
- The interpreter is required to read and understand and agree to abide by the standards of conduct set forth in the Secretary- General's Bulletin, ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse".
- The Interpreter must observe total confidentiality regarding information obtained in the performance of his/her duties

In doing so, s/he will:

- be expected to be equipped with relevant knowledge and skills on the UNHCR's protection mandate
- be expected to recognize, understand and – in a split second - have a word in another language for any one of a myriad of issues. The range of interpretation subjects is broad, including politics, legal affairs, economic and social issues, human rights, finance and administration.
- A wide-ranging knowledge of world affairs, subjects (including technical terms) and United Nations processes is essential for all interpreters.

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

- The results achieved by the interpreter and translator will be mainly measured through the satisfaction of the staff with the services provided including with reference to the standards mentioned above. In addition, the number of activities facilitated or conducted will serve as indicator, in accordance with the overall workplan of the protection, RSD, RST, BID and field staff as well as the partner organizations' staff;
- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Should be able translate/interpret and have experience in translation/interpretation (priority maybe given to BA in Interpretation, Letters arts, etc.)

**Required experience** 24 months

### Experience Remark

- **Priority Languages – Somali, Tigrinya & Arabic**
- At least 2 years of work experience as translator/interpreter
- Practical experience in translation/interpretation using technical terminology.
- Written and spoken skills required in English
- Strong skills in the use of computers for word processing, spreadsheets and common business Internet usage
- **Language Skills:** Proficiency in English (Mandatory) and any one of the languages indicated below.

### Language Skills

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Translation and interpretation Mandatory

### Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

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- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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Condition of Service

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

### Conditions of Service for International Specialist:

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

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

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

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Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers**

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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.

**Application Code** RWAR000542-5339

**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.

**Application deadline: 11 September 2019**

**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.