



Vacancy Notice No : CVN 2022/29  
Position title : Interpreter (French)  
Duty Station : Belgrade  
Classification : Category A Consultancy  
Type of Appointment : Consultancy  
Estimated Start Date : January 2023  
Closing Date : 31 December 2022

*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.*

### **General functions**

Within the project “EU Support to Migration Management in Serbia – Improving reception capacity, protection services and access to education III” under the overall supervision of the Project Coordinator and under the direct supervision of the MoESTD Education Component Focal Point the incumbents will be responsible for the following tasks:

- provides online translation services to educational institutions attended by migrants who are users of asylum centers, reception and transit centers on the territory of the Republic of Serbia through the translation of teaching materials from Serbian into the native language of migrant students;
- provides online translation services to migrant students through the translation of exercise tasks from the native language of migrant students into Serbian
- assists online in situations where it is necessary to improve communication between teachers, parents and migrant students;
- cooperates (online) with teachers of schools attended by migrant students;
- translation services are provided on a weekly basis online;
- the translator receives teaching material from the educational institution that needs to be translated from Serbian into the native language of the migrant students in an online form;
- teaching material can contain: PPT presentations, customized lessons from textbooks and worksheets, exercise tasks;
- teaching material translated into the native language of the migrant students is returned by the translator in the online form to the school, which delivers it to the reception center
- Perform such other duties as may be assigned by Project Coordinator.

### **Desirable Qualifications and Experience:**

- Previous experience in translating/interpretation skills;

### **Languages Required**

*Fluency in requested language*

*Basic in Serbian*

### ***How to apply:***

Interested candidates to submit their applications as soon as possible by sending the IOM Personal

History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to [iombegvacancy@iom.int](mailto:iombegvacancy@iom.int) quoting this respective Vacancy notice number (CVN 2022/29) in the subject.

Only shortlisted candidates will be contacted.

**Position is subject to availability of funding**

**Posting period:** From 13.12.2022 to 31.12.2022

**The incumbent is expected to demonstrate the following values and competencies:**

**Values** - all IOM staff members must abide by and demonstrate these three 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 – behavioral indicators level 1**

- 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.