

Language Assistant

CCOG code: 2.O.

Location: These positions are found in Headquarters.

Supervision received: Under the direct supervision of the Head, PDBT or delegated staff.

Accountabilities: Within delegated authority, the Language Assistant will be responsible for the following duties: *(These duties are generic and thus not all inclusive nor are all duties carried out by all Language Assistants)*

- Type and layout Governing bodies documentation and other documents such as letters, reports, publications, PowerPoint presentations, etc;
- Proofread translated texts to ensure that the translation is complete and consistent with the original layout; and that all written corrections by revisers are properly reflected;
- Review documents for accuracy, spelling, grammar and style-guide standards; verify references and official titles against WFP databases and records.
- Perform preliminary linguistic and terminological research and update terminology database;
- Prepare draft translations, as assigned, of repetitive texts, for review by internal revisers;
- Identify, extract and insert excerpts of documents already translated into documents for translation;
- Design and update charts and tables utilizing graphic software;
- Prepare presentations for meetings/briefings and publications using publishing programmes;
- Customize software applications by creating new styles, templates and macros; install and update programmes;
- Operate a variety of office equipment such as Harder Devices (computers, monitors, printers, scanners, DVD writers) and Dictaphones and maintain supplies;
- Prepare meeting passes for participants to meetings, welcome and register them and respond to their enquiries;
- Produce transcripts during EB and ad hoc meetings;
- Set up, classify and maintain Unit's files with background documentation of parliamentary and other documents;
- Input data on the Division's database of documents in process and keep the section relevant to DPU up-to-date;
- Participate in Divisional and Unit meetings and take follow-up actions;
- Perform other related duties, as required.

Results Expected:

G5: With initiative and judgment produces high-quality parliamentary and other documents. Services the Executive Board meetings and Consultations and addresses unforeseen situations seeking advice and guidance from supervisor, as necessary. May assign work to staff in lower grades.

Critical Success Factors:

G5: Ability to evaluate the work to be performed and to prioritize it; ability to perform high quality work and to handle a large volume of documents systematically, effectively and accurately under time constraints. Ability to identify mistakes, discrepancies and inconsistencies and take initiative to adjust them. Good technical knowledge of computer literacy and ability to identify and solve related problems independently. Ability to train other staff on relevant work assignments and monitor their work. Ability to work in a

Language Assistant

CCOG code: 2.O.

team environment and coordinate assignments to achieve common goals. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

Language Assistant

CCOG code: 2.O.

Competencies		G5
Action Management	Delegates tasks with clear instructions. Prioritizes team activities based on urgencies, time constraints. Ensures that internal clients' needs are properly met (e.g., follows up with clients) and that individuals have the training necessary to accomplish their work.	
Communications	Adapts the level of language and the complexity of content to the audience. Facilitates transparent communication among staff.	
Ethics & Values	Ensures that WFP's regulations, procedures and policies are applied within the work unit. Deals fairly and equitably with individuals under their supervision.	
Teamwork	Monitors team progress to ensure objectives are met. Ensures that the developmental needs of the team are met. Actively facilitates cooperation among team members.	
Behavioural Flexibility	Encourages others to be open and respond constructively to change. Promotes understanding and appreciation of diversity within the work unit. Creates work methods capable of accommodating changing priorities. Encourages others during periods of uncertainty.	
Client Orientation	Ensures that staff understand their clients and their personal role in providing services to them. Works with client to resolve areas of dissatisfaction.	
Initiative	Proposes methods to enhance work processes. Proactively identifies potential problems in work unit and implements measures to avoid them. Adjusts work of those directly under their supervision in challenging circumstances.	
Concern for Order	Develops strategies to quickly respond in high pressure situations and systems to organise complex data for future use.	
Information Seeking	Consolidates data obtained from multiple sources. Identifies areas where further research and analysis are necessary.	

Language Assistant

CCOG code: 2.O.

Minimum qualifications:

(These are the standard minimum qualifications established by WFP for the effective performance of the tasks described in the Generic Job Profile. Corporate recruitment/workforce planning needs, in addition to local market supply may require changes or amendments to these, as appropriate. Any queries on changes for vacancy announcement purposes should be addressed to ADHCR.)

Education:

Secondary school education.

Experience:

G5: At least four years of progressively responsible work experience in conference work, including at least one year in the production of parliamentary documents and at least one year at the G4 level or equivalent.

Knowledge:

Training and/or experience in advanced computer literacy and proofreading of parliamentary and non-EB documents. Ability to write and spell correctly. Experience in processing of parliamentary documents with complex format and styles. Training and/or experience in conference-related assignments.

Language:

General Service (Headquarters): Working knowledge (proficiency/level C) of English. Working knowledge (proficiency/level C) of another official language among Arabic, French and Spanish.

Desirable Skills:

(Additional skills which the candidate should possess to provide a competitive edge versus other candidates)

Working knowledge (proficiency/level C) of a third UN official language.
