# Terms of Reference

Job title

Team name

UNHCR, the UN Refugee Agency, is offering a full-time position of the Farsi/Dari Interpreter in the Refugee Reception Center.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title**: Farsi Interpreter

**Duty Station**: Baku, Azerbaijan

**Duration**: Jan – Dec 2023 (full-time work); with possibility of extension yearly

**Contract Type:** Individual contractor with the UNHCR in Azerbaijan

## Organisational context

The Office of the United Nations High Commissioner for Refugees 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. UNHCR Azerbaijan is located in Baku and provides assistance to refugees, asylum-seekers, the majority of whom are from Afghanistan; as well as to internally displaced persons, stateless persons and persons of undetermined nationality residing in Azerbaijan.

UNHCR has a Refugee Reception Centre in Baku (RRC), which is the primary location for contact, counseling, assistance between UNHCR and refugees.

## The position

**Interpreter Assistant** willsupport the UNHCR and its Refugee Reception Centre with quality translation, interpretation and assist with activities aiming to ensure smooth two-way communication with (Farsi-speaking) beneficiaries, who are mainly Afghan refugees in Baku and others.

***Qualified Female Candidates are encouraged to apply***

## Duties and responsibilities

* As Interpreter/Translator, interpret in 4 languages (Farsi/Dari, Eng, Ru, Aze) for UNHCR staff, contractors, external parties, during counseling, discussions, meetings, interviews with individuals and communities. Plus written translations.
* As Assistant, perform tasks as assigned by UNHCR with clear guidance, specializing in Farsi-language information provision, communication.
* Contribute to the roster of interpreters, train on (Farsi) linguistics and vocabulary, keep track of developments in the field of interpretation for UNHCR.
* Attend internal trainings, including through Learn and Connect platform.

## Essential minimum qualifications and professional experience required

The ideal candidate will possess:

* University/Institute graduate in Farsi linguistics; or native Farsi speaker.
* Work experience as Farsi interpreter/translator.
* Proficiency in 4 languages: Farsi/Dari, English, Azerbaijani, Russian.
* Computer literacy.
* National of Azerbaijan.

## Location

The successful candidate will be based at UNHCR Refugee Reception Centre, at 87, Svetlana Mammadova street, Baku.

## Conditions

**Individual Contract** up to 31 December 2023 and the start date is in January 2023. It is a full-time role with working hours starting from 09:00 to 17:00 Monday to Friday (40 hours per week), in the UNHCR Refugee Reception Centre, office, remote work, on the phone, depending on the tasks, schedule and COVID situation.

**Interested applicants** are also invited to apply online and complete the mandatory motivation letter.  For help with logging in to the Workday External Portal, or with online applications, please contact the HR Unit or Global Service Desk at [globalsd@unhcr.org](mailto:globalsd@unhcr.org) well before the deadline to allow sufficient time for any technical problem to be resolved. External vacancies are posted on the external UNHCR website and applicants who do not have internal status must apply through the external UNHCR website.  [https://www.unhcr.org/careers.html](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unhcr.org%2Fcareers.html&data=05%7C01%7Crombuhr%40unhcr.org%7Cdfe28902069e4c9c2c7c08da35af053d%7Ce5c37981666441348a0c6543d2af80be%7C0%7C0%7C637881323065364244%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0yx5h7%2Fn6YBvYvQi3BQHR4S4lV7iGHC0xwQL7fTJfq8%3D&reserved=0) – Careers – Current Vacancies – sort by Location or search by Job Requisition # **JR2204096**.

**Applications will be accepted only via the online portals. Please do not send application via email.**