**TERMS OF REFERENCE**

**Japanese-Azerbaijani Interpreter to support vision aid missions of Fuji Optical Co. Ltd. to Azerbaijan**

**Recruiting agency:** UNHCR Azerbaijan on behalf of the Japanese private Fuji Optical Co. Ltd.

**Areas:** Baku and regions of Azerbaijan

**Duration:** 7 (seven) days during each mission which is expected to take place once a year (In 2023 tentatively from Monday 8 May to Monday 15 May)

**Background information**

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights, and building a better future for refugees, forcibly displaced communities, and stateless people. The agency established its presence in Azerbaijan in December 1992. During the past 27 years, UNHCR provided assistance and protection to refugees, asylum seekers, internally displaced people (IDPs), and stateless persons by delivering emergency relief assistance, shelter, education, healthcare, water supply, sanitation, and income generation programs.

Since 2005, UNHCR arranged annual humanitarian missions of the Japanese private company of Fuji Optical Co. Ltd. to Azerbaijan. During such missions, Japanese optometrist specialists conduct eye-check for internally displaced persons (IDPs), refugees, and other vulnerable people and distribute free-of-charge high-quality eyeglasses. All missions have been led by Doctor Akio Kanai, who is the CEO of Fuji Optical Co. Ltd in Hokkaido Japan, and the recipient of the 2006 Nansen Refugee Award.

**Required qualifications**

Bachelor’s degree in Language studies, Communication, and other related field.

Fluency in spoken Japanese, and Azerbaijani.

Awareness of both Japanese and Azerbaijani culture, good communication skills and ability to apply cultural knowledge to render an accurate and meaningful interpretation.

Knowledge on the United Nations values and principles, essence of volunteerism, as well as displacement challenges of the contemporary world, especially of the region, including Azerbaijan.

Experience in interpreting is highly desired.

Good command of English, Russian, and other languages would be an asset.

**Duties & responsibilities**

Facilitate communication between the optometrist specialists and the people benefitting from the vision aid.

Treat beneficiaries politely and demonstrate care and high respect towards them.

Perform other duties and tasks assigned by the mission leader or the coordinator.

**Provisions**

UNHCR Azerbaijan will provide transportation for the interpreters during the mission days essential for service purposes, while daily subsistence costs and fee interpretation services will be covered by Fuji Optical Co. Ltd.

**Selection process**

To fill out the application form, you need to download the form in Word format. All applications along with the **CV** and **supporting documents** (diplomas/certificates, documents verifying proficiency in specific languages) should be sent to azebahr@unhcr.org **by 31 March 2023**. Assessment of the applications will be conducted by UNHCR on behalf of Fuji Optical Co. Ltd. Shortlisted candidates will be invited to an interview to assess their language and interpretation skills. Once the evaluation is completed and the pool of all qualified candidates is established, a list of up to 10 interpreters will be submitted to Fuji Optical Co. Ltd. for its approval.

**Application Form**

Japanese-Azerbaijani Interpreter to support vision aid missions of Fuji Optical Co. Ltd. to Azerbaijan

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| --- | --- | --- |
|  | Name, surname  |  |
|  | Date of Birth  |  |
|  | Citizenship  |  |
|  | Education/Occupation  |  |
|  | Languages  |  |
|  | Work experience (provide details: agency, department, position, and duration of service)  |  |
|  | Certifications |  |
|  | Home address (current residence) |  |
|  | Mobile phone number (WhatApp) |  |
|  | E-mail address |  |

You need to download and fill out the separate word document to complete the application form.