

CALL FOR INTEREST

INTERPRETER ASSISTANT (UKRAINIAN)

JOB TITLE	Interpreter
DUTY STATION	Zahony, Hungary
START DATE	ASAP
CONTRACT LENGTH	3 months, with possibility for extension
CONTRACT TYPE	Individual contractor – full time (40 hours/week)

BACKGROUND

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees worldwide and find durable solutions for them. Established in 1950, 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, until they can return home voluntarily, integrate locally or to resettle in a third country. Today nearly 17,000 personnel work in 132 countries helping and protecting millions of refugees, returnees, internally displaced and stateless people.

The UNHCR Representation for Central Europe is looking for qualified candidates interested in providing interpretation services in Ukrainian/Russian – English and/or Hungarian language in Hungary.

DUTIES AND RESPONSIBILITIES

- Travels with staff on their missions to the field to facilitate discussion between UNHCR and persons of concern;
- Translates written and audio materials;
- Proofreads information materials, leaflets, etc;
- Assesses quality of interpretation, if requested;
- Performs other duties as required.

REQUIREMENTS AND EXPERIENCE

a. Work Experience

- 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher
- Professional or volunteer experience in working with refugees is an asset.

b. Key Competencies

- Excellent knowledge of Ukrainian or Russian and English and/or Hungarian
- Post-secondary training/certificate in Business Administration, Secretarial Work, Translation or related field,
- Good communication, computer and translation skills

Candidates must be legally present in Hungary at the time of application, recruitment and hire.

APPLICATION

Interested applicants should submit their [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable), accompanied by a Letter of Interest to rrcepost@unhcr.org with the subject line “**HUN Interpreter**”.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees)