



<b>Job Title:</b>	<b>Language Interpreter/Translator (01 Position Re-advertisement)</b>
<b>Job Location</b>	<b>Juba – South Sudan</b>
<b>Reporting to</b>	<b>Legal &amp; Protection Assistant/UNHCR RSD Incharge</b>
<b>Starting Date</b>	<b>25<sup>th</sup> March, 2024</b>
<b>Closing date</b>	<b>18<sup>th</sup> April, 2024</b>

**INTRODUCTION:**

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is urgently looking for a competent qualified South Sudanese for the position of **Language Interpreter/Translator (01 Position)**.

**Main Job Purpose:**

Supporting and ensuring quality reception procedures in Juba and the field locations, the one (1) **Tigrinya, Oromo, English or French-Kirundi-Swahili** Interpreter/Translator is to offer translation and interpretation services at the Reception Center in order to ease RSD, Registration, Documentation and Protection activities at the Center. S/he will be assigned to work together with UNHCR and CRA (Registration Assistants & RSD Caseworkers) at the Reception Center. Under UNHCR's supervision, the Interpreter/Translator is expected to provide interpretation and translation in the following languages: **Tigrinya, Oromo, English or French-Kirundi-Swahili.**

**JOB FUNCTIONS:**

- Provide direct interpretation services during interactions between UNHCR/CRA/partner staff and persons of concern, including during Registration, RSD, RST, Protection, Community Services or other activities.
- Provide direct translation services for written materials from English into the languages of persons of concern (the target languages) (and vice versa).
- Provide editing and proof-reading services and advice for translated written materials.
- Maintain and update an English/target language glossary of commonly used terms in the context of UNHCR's work.



- Support the reception of persons of concern at the UNHCR reception centre and other locations where UNHCR meets with its persons of concern.
- Conduct, under the supervision of UNHCR staff, information briefings for newly arrived asylum-seeker and refugees.
- Deliver key information and messaging crafted by UNHCR to persons of concern during community outreach activities and mass information campaigns.
- Assist with regular distributions of asylum-seeker and refugee documentation under the supervision of UNHCR staff.
- Assist with registration or verification exercises of persons of concern under the supervision of UNHCR staff.
- Develop and undertake trainings and other capacity-building activities for future newly recruited interpreters.
- Undertake other administrative support tasks as required by UNHCR.
- Ensure respect for UNHCR's confidentiality guidelines as well as code of conduct when undertaking the above duties.
- Maintain a neutral and impartial role in carrying out the above duties in accordance with UNHCR guidelines.

**MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

**a. Education:**

- Secondary School or equivalent (Minimum education requirement).
- Should be able to translate/interpret fluently and have experience in translation/interpretation.

**b. Work Experience**

- Priority Languages – **Tigrinya, Oromo, English or French-Kirundi-Swahili** and working knowledge of Arabic is desirable.
- Knowledge of any other language is an asset.
- At least 2 years of work experience as translator/interpreter
- Practical experience in translation/interpretation using technical terminology.
- Strong written and spoken skills required in English.
- Strong skills in the use of computers for word processing, spreadsheets and common business.

**c. Technical skills and knowledge:**

Translation and interpretation (Mandatory)

**d. Language:**

- Language Skills: Proficiency in English (Mandatory) Level - Fluent and any one of the languages indicated above.





**e. Work Methodology**

- One on one Interpretation
- Remote Interpretation
- Group Interpretation
- Translation of documents e.g., asylum procedures, registration documents etc.

**Beneficiaries and Target Group**

Asylum Seekers, Refugees, Stateless Persons, New Arrivals, and Individual Cases

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If you believe you meet the above qualifications, please send us soft copies of your Curriculum Vitae (CV), copies of relevant Academic documents, Nationality Certificate/Refugee ID/Document, and Cover Letter by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) copy in the Programme Manager at [programmanager@across-ssd.org](mailto:programmanager@across-ssd.org) as one file document or deliver hardcopy to ACROSS Main Officer – Juba addressed to.

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**Human Resource Department,  
ACROSS,  
P.O. BOX 132  
Juba – South Sudan**

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**Important to Note:** ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

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- Only shortlisted candidates will be contacted.
- **This Vacancy is open to only those meet the language(s) requirements.**
- Applications once received are NOT Returnable.
- **Application letter, updated CV & Copies of relevant academic documents should come in as one document).**

**ACROSS**  
PO Box 132  
JUBA SOUTH SUDAN

**END**