



EUROPEAN UNION

DELEGATION TO IRAQ

VACANCY ANNOUNCEMENT

The European Union Delegation to Iraq is looking for:

Translator / Interpreter (EEAS 264994)

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Iraq represents the European Union in Iraq and, as a diplomatic mission, works closely with the Member State Embassies and Missions represented in Iraq. It ensures the tasks of the EU Presidency both in Baghdad and Erbil. The EU Delegation is the permanent and principal interlocutor of the EU vis-à-vis local authorities, the international community and all other stakeholders for all matters related to EU external action. The EU Delegation strives to ensure the unity, consistency and effectiveness of EU external action in Iraq. It ensures the follow-up of bilateral relations in the political, economic, trade, energy and development areas

We offer

a post of **Translator / Interpreter** . Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Translator / Interpreter – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as support staff to the Political Section and provide high quality translation/interpretation services as well as other staff support services under the supervision and responsibility of the Head of the Political section.

Main Tasks

- Provide high quality written and oral interpretation and translation services (to/from Arabic/English as needed) to the Head of Delegation and the Political Section or (when required) wider staff of the European Union Delegation to Iraq at meetings, receptions and events. This will include working outside normal working hours and may include complicated and precise terms. Accompany officials and staff to meetings and other events with Government of Iraq and other interlocutors across Baghdad and whenever required across the country, interpret for all parties (simultaneously or sequentially), and produce a written record after the event (as required).
- Arrange meetings and events for the Section.
- Maintaining the Political section contacts database.
- Administer Political Section correspondence, incoming and outgoing, using a shared Political Section information resource; actively manage and follow-up on: responses, actions requested, meetings applied for etc, and provide periodic status reports as required.
- Produce timely, accurate, relevant reporting and analysis on wider developments in the Political Section and social media; Scan and monitor global, regional and local media (official/formal and unofficial/social) and report periodically, as required, on political news and matters arising.
- Provide support for the wider Embassy activities as needed.
- Support as appropriate Brussels-based officials' visits to Iraq.

The successful candidate will be working in the Delegation's premises, located in the British Embassy compound, in the International Zone. The working hours are Sunday to Thursday from 08.30 to 16.00 hours.

We offer a competitive position in an international environment. Benefits, such as medical insurance, are offered to employees and their families under certain conditions.

We look for

We look for an energetic person and able to handle several strands of work in parallel in a high pressure environment. An ability to work well with others is vital.

Previous experience working in the public, private or international organisation sectors and as an interpreter would be an advantage. The applicant must be prepared to operate both inside and outside the International Zone. The applicant must be prepared to be photographed and/or appear on television in the course of interpreting during key leader engagement. Whilst the job will be mainly Baghdad-based, there may be occasional visits to other places in Iraq and/or outside.

Job requirements

Formal education, training and/or equivalent experience

- University degree. A degree in translation/interpretation field will be an asset.
- Minimum of 5 years proven professional experience pertinent to the duties announced in this vacancy
- Minimum of 2 years proven professional experience as interpreter/translator

Language skills

- High level of proficiency in English, written and oral
- Arabic native speaker
- Knowledge of Kurdish will be an asset

Other requirements

- Capacity to focus on priorities and to perform duties with speed and accuracy without immediate supervision.
- Capacity to deal with sensitive dossiers and to make sound, logical and well – argued judgements taking into account the impact of decisions.
- Resilience to stay positive and focused despite setbacks and challenges.
- Communicating effectively with clarity and confidence, verbally and in writing, with sensitivity and respect for others.
- Confidently handle challenging conversations and public speaking (including interpretation).
- Have a good knowledge of the situation in Iraq

Personal qualities

- Experience of working in a multi-cultural environment.
- Good interpersonal and negotiating skills.
- Willingness and capacity to adapt smoothly to difficult living conditions
- Flexibility to work under pressure, to adapt to atypical working hours and to respond quickly to new demands
- Capacity to work both autonomously and as a member of a team
- Ability to deal helpfully and courteously with people and to build productive and cooperative working relationships.
- Be a holder of a valid passport

How to apply

Please send your application and supporting documents, **to the attention of the Head of Administration**, to the functional mailbox DELEGATION-IRAQ-VACANCY@eeas.europa.eu, indicating as subject: **Application Translator/Interpreter EEAS 264994**. The package should include a motivation letter, a detailed CV using the enclosed template.

After examination of the files, applicants who meet the requirements will be invited to written tests at a venue and date to be decided at a later stage.

Unsuccessful applicants will not be notified at this stage.

Applicants succeeding the written exams will be further invited to interview at a venue and date to be decided at a later stage.

Security clearance

This job requires security clearance. The successful candidate will have to successfully attend a security interview prior to his/her appointment.

The Delegation would wish the successful candidate to take up his/her appointment shortly after the satisfactory completion of the selection process which is likely to be in mid-May 2017.

The deadline for applications is: Thursday 6 April at 17:00.

Applications received after this date will not be considered.

The Delegation will not supply additional information or discuss the selection procedure by telephone, please address any queries concerning this procedure to DELEGATION-IRAQ-VACANCY@eeas.europa.eu.