



## **TRANSLATOR (TAMIL/SINHALA TO ITALIAN)**

### **Open to Internal and External Candidates**

Organizational Unit :	<b>OPERATIONS AND MIGRANT SERVICES</b>
IOM Classification :	<b>TRANSLATOR (ITALIAN)</b>
Duty Station :	<b>COLOMBO</b>
Salary Per Month :	<b>LKR 236,000.00</b>
Type of Appointment :	<b>SPECIAL SHORT TERM – UN-GRADED</b>
Estimated Start Date :	<b>AS SOON AS POSSIBLE</b>
Closing Date :	<b>May 26, 2024</b>

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to government and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

In support of a member state of IOM the Operations & Migrant Services Unit (OMS) in the IOM country office in Colombo, Sri Lanka will be providing migrant services to facilitate the members states processes to be more time effective, convenient, cost-effective, and transparent. Under the overall supervision of the Chief of Mission and the direct supervision of the Head of Operations & Migrant Services, the Incumbent will support the OMS Unit in providing translation services as per the established procedures and guidelines:

### ***Core Functions / Responsibilities:***

1. Produce a 100% accurate translation of Sinhala/ Tamil text to Italian text; Content accuracy includes detailed comparison of the content, facts and figures and making sure there are no omissions from the source; translations and proofreading all footnotes and/or endnotes, captions under photographs, lists etc.
2. Use the appropriate terminology considering the style and nuances of the original text; Areas frequently covered by such documents include cultural heritage, art, history, conservation/restoration, educational material, peace and confidence building, architectural texts, technical texts, environment, legal, PR and Business texts, etc.
3. Prepare the necessary documents that facilitate the interpretation if required.
4. Quality check and proofreading of the translation ensuring no typographical errors in the final text.
5. Ensure timely delivery of translated materials.
6. Make necessary corrections or changes required by IOM or its partners and re-submit corrected text within the agreed timeframe.
7. Produce the translated documents as per the stipulated deadlines established by the Program.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in social sciences, International Relations, Language Studies, or a related field from an [accredited academic institution](#) with four (4) years of professional experience in translating Sinhala / Tamil to Italian Language; or
- Minimum Six (06) years of above-mentioned translation work experience with High School Diploma.

#### **Experience**

- Experience in Sinhala/Tamil to Italian Translations Services.
- Experience in working under pressure and meeting deadlines.

#### **Skills**

- Ability to work through minimum supervision.
- Commitment, dedication & flexibility is a must.
- Excellent computer skills - Word, Excel and Internet.

## **Languages**

Fluency in **English, Italian and Sinhalese / Tamil** is required.

## ***Required Competencies***

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies** – Behavioural indicators - *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***Other***

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

### **How to apply:**

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 26<sup>th</sup> May 2024**.

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

### **Posting period:**

From 19.05.2024 to 26.05.2024