
Vacancy Announcement (No.3)

WHO Representative Office in Mongolia is looking for an experienced and dynamic individual for the below vacancy:

Post title: Translator

Contract type and level: Agreement of work Performance

Contract Duration: Six months, with possibility for extension subject to funding and positive performance

Location: Ulaanbaatar, Mongolia

Closing date for applications: February 22, 13pm 2021 by local time

Background information:

During a pandemic, there is an urgent need to make quick decisions, organize multiple activities at the same time, and organize news and information in a timely manner.

Written translation of documents and guidelines, and consecutive and simultaneous interpretation when required audiences, meetings, discussions, and webinars related with WHE will be required for rapid response of COVID-19 pandemic, and support plan implementation.

Under the overall guidance and supervision of the TO/WHE, WHO Representative Office in Mongolia, the incumbent will with the following detailed duties:

- Provide written translation of documents and guidelines
- Do the consecutive and simultaneous interpretation when required audiences, meetings, discussion and webinars, field trips using standard, clear and accurate language
- Check appropriate reference to ensure proper appreciation and use of technical terminology;
- Provide written, consecutive and simultaneous interpretation
- Computer literacy including the use of office applications
- Knowledge in advance technology related with computer aided translation tools, terminology and workflow system management
- Ability to cope with pressure and work in a multicultural environment;
- Team spirit, high sense of discipline and professionalism;
- Perform any other related duties that may be assigned.

Qualification requirements

- Education: University degree of translation or any other related degree
- Experience: Experience in the field of translation and interpretation for international projects and organizations
- Skills / Technical skills and knowledge: Knowledge in advance technology related with computer aided translation tools, terminology and workflow system management; Team spirit, high sense of discipline and professionalism;
- Language: Fluently in English and excellent in Mongolian

If you possess the above qualifications, please kindly apply electronically at wpmngwr@who.int submitting

- an application letter,
- a completed WHO Personal History Form available at WHO Office or at <https://cms.who.int/mongolia/about-us/careers#>
- at least three reference letters from current/previous employers and
- other relevant documents:

The detailed Terms of Reference is posted at <https://cms.who.int/mongolia/about-us/careers#>.

Interested applicants who are not accessible to the online Personal History Form, can contact the WHO Representative Office in Mongolia at 976-322430 during the working hours

No application would be considered after the deadline above mentioned.

WHO has a smoke-free environment

WHO promotes the use of helmets for motorbike driving and seatbelt in using vehicles