

Position Code	Position Title	
ALS 11	Interpreter	
Department/Unit	Location	Post Group (Local Staff)
Operations	Yeghegnadzor	II

The Interpreter reports to the Monitoring Team Leader.

Duties and Responsibilities

- To accompany and support Mission staff during their patrol duties;
- To perform verbal and written translations from Armenian, English or Russian, and vice versa, during patrols, meetings or events;
- To perform work in difficult environments (inside and outside office);
- To perform on-call and an irregular working schedule;
- To arrange meetings and draft itineraries;
- To take notes / minutes at meetings;
- To perform administrative and secretarial duties, draft memos, letters, and other requested documents;
- To file documents and recorded data in appropriate databases and files;
- To undertake any other related tasks as required by the Line Manager(s).

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full university studies attested by a degree in Foreign Languages and Literature, Political Science, International Relations, Law, Social Sciences, Diplomacy Philology, Humanities or a closely related field of study, where the normal duration of university education in the country awarded is 3 (three) years or more (e.g. Bachelor's Degree);
- After having obtained the university degree, a minimum of 1 (one) year of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the position;
- Professional fluency in English and Armenian languages, both oral and written;
- Excellent communication skills of English and Armenian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Fluency in Russian language;
- Experience of data analysis for preparing reports;

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.