



International Organization for Migration (IOM)  
The UN Migration Agency

## CON # IOM0324-10

### Call for Applications

Position Title : **Translation Consultant (English/Farsi)**  
Duty Station : **Tehran, Iran**  
Classification : *Consultancy B*  
Type of Appointment : *Consultancy, nine months.*  
Estimated Start Date : **As soon as possible**

Closing Date : **March 21<sup>st</sup>, 2024**

*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 governments and migrants.*

#### **Context:**

The International Organization for Migration (IOM) in Iran, a member since 2001, engages in a broad array of migration management activities aimed at supporting the well-being and resilience of vulnerable communities, facilitating safe and orderly migration, and enhancing sustainable development outcomes. Iran, due to its geopolitical position, demographics, and economic conditions, serves as a country of origin, transit, and destination for migrants, hosting one of the world's largest populations of migrants and refugees, predominantly from Afghanistan. In response to the diverse migration dynamics, including irregular migration and human trafficking, IOM Iran implements programs in health assistance, protection services, provision of in-kind and cash-based assistance, Assisted Voluntary Return and Reintegration (AVRR), resettlement activities, border governance strengthening, trafficking mitigation, and community engagement, aimed at migrants and host communities.

Given the intricate landscape of migration in Iran and the need for nuanced communication with various stakeholders, including government partners, there is an urging requirement for a professional translation consultant.

This role is pivotal in ensuring accurate and culturally sensitive translations of IOM's communications, including institutional letters, publications, reports, and other complex documents, from English to Farsi and vice versa. The consultant will play a crucial role in bridging communication gaps and facilitating effective engagement with local and governmental partners, ensuring that the language used aligns with the governmental documents and legislation of the Islamic Republic of Iran, thereby enhancing IOM's initiatives' efficacy within the country.

**Objective:**

- To provide accurate and culturally sensitive translations of IOM's communications and documents.
- To ensure that all translated materials are in line with the terminology and style used in the Islamic Republic of Iran's governmental documents and legislation.
- To support IOM Iran in its mission by enhancing communication with government partners and other stakeholders.

***Core Functions / Responsibilities:*****Tasks to be performed under this contract:**

1. Translate various documents, ensuring accuracy, compliance, and adherence to both source and target language standards.
2. Collaborate with IOM staff to fully understand the context and requirements of each translation task.
3. Edit and proofread translations for quality and consistency.
4. Offer insights on cultural and linguistic nuances for effective communication with local and governmental partners.
5. Deliver high-quality translations within agreed timelines.

**Deliverables:**

1. Accurate and timely translation of documents from English to Farsi, ensuring that the translated content is in line with the terminology used in interactions with the Iranian government.
2. Review and revision of previously translated materials to ensure accuracy, clarity, and adherence to the specific terminologies accepted by the Iranian government.
3. Preparation of translation reports summarizing the work done, challenges faced, and recommendations for future translation tasks to streamline the process and ensure quality control.

***Required Qualifications and Experience*****Education**

- A Bachelor's degree or higher in Translation, Linguistics, Iranian Studies, or a related field is required.
- Advanced certification or training in translation is highly desirable.
- Knowledge of structures and functions of national and international organization.

## Experience

- A minimum of 5 years of professional experience in translating complex documents between English and Farsi, with a strong preference for experience in governmental, legal, or technical texts.
- Demonstrated experience working with documents that require a deep understanding of cultural nuances and specific jargon used in the Islamic Republic of Iran's governmental and legal framework.
- Proven track record of working with international organizations, NGOs, or government agencies, with preference given to candidates who have experience in migration-related contexts.

## Skills

- Exceptional command of both English and Farsi, with the ability to translate complex and technical texts accurately.
- Deep familiarity with the cultural, legal, and official language nuances of the Islamic Republic of Iran.
- Strong editing and proofreading skills, with a keen eye for detail and consistency in language use.
- Excellent time management skills, with the ability to prioritize tasks and manage deadlines effectively.
- Proficient in Microsoft Office and translation management software, with the ability to adapt to new tools as required.
- Strong interpersonal and communication skills, capable of working collaboratively in a multicultural environment.

## Languages

### Essential:

- **Fluency in English and Farsi:** The consultant must possess an excellent command of both English and Farsi, with the ability to accurately and effectively translate complex and technical documents between the two languages. This includes a deep understanding of grammar, syntax, and vocabulary, as well as the nuances and cultural contexts that influence language use in official documents and communications.
- **Proficiency in Writing and Editing:** Strong writing skills in both English and Farsi are required, including the ability to edit and proofread translations for accuracy, consistency, and clarity. The consultant should be adept at preserving the original meaning, tone, and intent of the source material while ensuring that translations are understandable and appropriate for the target audience.

### Desirable:

- **Knowledge of Languages Spoken in Afghanistan:** Given the significant Afghan migrant and refugee population in Iran and the focus of many IOM Iran programs on this community, knowledge of Dari and/or Pashto is highly advantageous. This will enable the consultant to better understand the cultural and linguistic nuances of documents and communications related to Afghan migrants, enhancing the effectiveness of IOM's outreach and program implementation.

- **Cultural Competency:** Familiarity with the cultural contexts of Iran and Afghanistan is beneficial. This includes an understanding of the sociopolitical landscapes, legal frameworks, and migration dynamics that influence language use in official documents, communications, and legislation.

Additional Skills:

- **Adaptability to Language Tools and Software:** Proficiency in using translation management software and Microsoft Office is expected. The consultant should be comfortable adapting to new technologies and tools that facilitate efficient translation and communication.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

### **Core Competencies**

- 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.

***How to apply:***

Interested candidates are requested to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

[IOMTehranRecruitment@iom.int](mailto:IOMTehranRecruitment@iom.int) no later than **21<sup>st</sup> March 2024**. Please take note that the Position number (CON # IOM0324-10) must be referred to in your application/email and/or cover letter in order for an application to be considered valid. Only shortlisted candidates will be contacted.

***Posting period:***

From 07.03.2024 to 21.03.2024

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.