

**UNICEF CHINA COUNTRY OFFICE
Vacancy Announcement**

Functional Title: Research Associate / Translator

Contract/Grade: GS-6

Duty Station: Beijing, China

Vacancy Open: 26 November 2018

Vacancy Closes: 9 December 2018

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, *commitment*

UNICEF China and its government partners work to improve the lives of the most vulnerable children. Every child has the right to survive, develop, be protected and participate in family and society. UNICEF collaborates with many partners to help make those rights a reality in China.

http://v.youku.com/v_show/id_XMzU5ODg1NDcxMg==.html

How can you make a difference?

You will support the overall translation and interpretation needs of UNICEF China, from Chinese to English and vice versa. In particular, you will support our teams in South-South Cooperation, Child Protection and Social Policy. You may also be asked to help gather information or provide assistance to research or literature reviews. In detail:

- Translate relevant materials including policy documents, research reports, and technical documents from English to Chinese and vice versa based on programmatic, advocacy and representational needs
- Provide high-quality interpretation services, from English to Chinese and vice versa. This includes support to workshops, events, and external meetings as well as frequent missions to the field
- Provide summary translation of key materials, policy documents, technical documents, from English to Chinese and vice versa. Proactively search through Chinese research and media websites to gather policy updates and share these with English summary
- Provide research assistance on the situation of women and children in China and on specific policy and legislative issues utilizing and extracting material from a variety of sources, including Chinese and international research databases, literature reviews, internet and other media, studies and evaluations.

To qualify as an advocate for every child you will have...

- University degree in translation and interpretation, English, Chinese or a relevant field is preferred
- Five years of progressively responsible translation and interpretation work. Experience in multi- or bilateral organizations would be an asset
- Superior proficiency in speaking, reading and writing both English and Mandarin Chinese, such that research and translation of technical content are accurate
- Team player with strong communication skills, works well with people and has a drive for results
- As frequent missions to the field are expected (usually around 1-3 per month), you should be able to travel at short notice

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

If you recognise yourself from the above and wish to make a difference for every child, send a Cover Letter and CV through <https://www.unicef.org/about/employ/?job=518111>

If you have difficulties applying online, you may apply to beijinghr@unicef.org. The deadline for receipt of applications is **9 December 2018**.

We value diversity and aspire to reflect this in our workforce. In our effort to achieve a gender balance in our current workforce, we particularly encourage applications from qualified male candidates.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.