

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Language Assistant, G-6 – Two posts (duration 10 months)

DEADLINE FOR APPLICATIONS	:	21 February 2019
DATE OF ISSUANCE	:	14 February 2019
OFFICE	:	Office of the Prosecutor
LOCATION	:	Kigali
JOB OPENING NUMBER	:	2019/TJO/IRMCT/OTP/067-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals (IRMCT), Kigali duty station. The incumbent will work under the direct supervision of the lead investigator and general supervision of the lead counsel responsible for assigned cases.

Responsibilities: The incumbent will perform the following duties:

- Translates documents from Kinyarwanda to English and/or French and from English and/or French to Kinyarwanda of documents.
- Reviews documents in Kinyarwanda for relevance to the OTP on-going cases or investigations.
- Provides interpretation services from Kinyarwanda to English and/or French and from English and/or French into Kinyarwanda for Lawyers and Investigators attached to the OTP. This includes accompanying Lawyers and Investigators to different locations in the field and performing duties of interpreter between witnesses and Lawyers and between witnesses/sources and Investigators.
- Performs any other translation or interpretation duties as required. These duties include, acting as interpreter at meetings of the OTP, assisting Investigators in their contacts with local authorities, interpreting informal but official conversations and providing confirmation or reconfirmation of witnesses' statements.
- Performs any other linguistic duties as directed by the Officer in Charge or by Investigators.

Core Competencies:

- **Professionalism** – Demonstrates adherence to information security rules and respect for confidentiality of information. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Communication** – Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education:

High School diploma or equivalent.

Experience:

At least five (5) years of progressively responsible experience in interpretation, translation, administrative support or related field. Good understanding of the Rwandan genocide of 1994 is highly desirable.

Languages:

English and French are the working languages of the Residual Mechanism. For the post advertised, proficiency in Kinyarwanda, English and French is required.

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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 level are eligible to apply.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.