

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

PROOFREADER (Kinyarwanda), FS-4 (Duration for initial 3 month period)

DEADLINE FOR APPLICATIONS	:	27 March 2019
DATE OF ISSUANCE	:	14 March 2019
OFFICE	:	Registry/Language Services Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2019/TJO/IRMCT/LSS/087-P

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

Organizational setting and Reporting:

This position is located in the Language Services Section, Registry, under the supervision of the Head of Language Support Services (LSS), Arusha.

RESPONSIBILITIES

The incumbent is responsible for proofreading completed translations while observing a high standard of accuracy and taking into account priorities and deadlines: reads and corrects documents in Kinyarwanda and French against the original to ensure that final version is a true translation of the original. Corrects spelling, grammar, style, typography, format or any substantive errors overlooked by revisers or translators; check compliance with original, checks pagination, paragraph numbering, correlation of table of contents with text; completes cross references within text and footnotes;

The incumbent is also responsible for providing LSS translators and revisers with timely and adequate reference materials necessary for accurate translation using all available physical and electronic sources. S/he finds the exact titles of publications and/or organizations (in the target language) referred to in the document submitted for referencing, identifies acronyms, abbreviations and quotations and supplies their official language version; locates the relevant audio-visual materials whenever they are available in the target language and transcribes the relevant passages for incorporation into the translation; makes sure that all referencing output is structured in accordance with referencing procedures, seeking guidance from the Supervisor only in exceptional circumstances; provides assistance to LSS language staff on matters related to referencing-related projects; contributes to maintaining a collection of reference materials.

When required, the incumbent provides backup for the Document Management Assistant by processing translation requests submitted via the Translation Tracking System (TTS) in accordance with the Registry Policy Governing Translation Services and the Document Management (DM) Code of Conduct and in view of LSS capacities. In order to prevent duplication of requests, checks documents submitted for translation with the aim of establishing whether the documents have been previously translated.

Performs other ad hoc duties, as requested by the Head of LSS.

CORE COMPETENCIES

- **Professionalism-** 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.
- **Planning and Organising-** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments, adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.
- **Technological Awareness-** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

QUALIFICATIONS

Education:

High school diploma or equivalent; demonstrated ability to use computer technology.

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Experience:

Minimum of six (6) years related administrative/technical experience preferably in an international environment. Good computer skills; excellent command of Microsoft Office applications (e.g., Word, Excel), relevant software packages (e.g., SDL Trados) and IRMCT software applications (especially ZyFind, dtSearch, and the Translation Tracking System) are an asset.

Languages:

English and French are the working languages of the Mechanism. For this post, the Incumbent should have Kinyarwanda as mother tongue and an excellent knowledge of French and English. Knowledge of other languages is an asset.

HOW TO APPLY:

- 1) Staff at the FS-4 level are eligible to apply. Applications from GS staff will be considered as external.
- 2) Interested staff members must complete a UN Personal History Profile (PHP) form obtainable via Inspira personal accounts or the IRMCT website and submit together with a cover letter. Please submit all documents including the last two e-PAS/e-Performance appraisal 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 staff member for the position. Please note, only short listed candidate(s) will be informed of the outcome.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.unmict.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box.

Please indicate the job opening number in the subject line.

- 2) 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 staff member for the position. Please note, only short listed candidate(s) will be informed of the outcome

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: The appointment is limited to the IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment.
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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.
