

# United Nations International Residual Mechanism for Criminal Tribunals

Language Assistant, G-6 (2 posts)

DEADLINE FOR APPLICATIONS	:	6 December 2019
DATE OF ISSUANCE	:	7 November 2019
OFFICE	:	Office of the Prosecutor
LOCATION	:	Kigali, Field Office
VACANCY ANNOUNCEMENT	:	2019/IRMCT/OTP/063-GS

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

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## Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals IRMCT, Branch, Kigali. The incumbent will work under the general supervision of the Officer in Charge.

**\*Appointment of the successful candidate to this position will be subject to budgetary approval.**

## Responsibilities:

- Provides uncertified but accurate and reliable translations from Kinyarwanda to English and/or French and from English and/or French to Kinyarwanda of documents used in OTP cases or in relation to such cases.
- Quickly peruses documents in Kinyarwanda and assists OTP Lawyers and Investigators to determine whether such documents would be useful in any of 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 on 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 directed either by the Officer in Charge or by Investigators. These duties include, but are not limited to, 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:** 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.
- **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.
- **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.

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## QUALIFICATIONS

### Education:

High School diploma or equivalent. Additional training in translation/interpretation, literature, law, history, political science or related field would be considered an asset.

### Experience:

At least seven (7) years of progressively responsible experience in interpretation, translation, administrative support or related field. Good understanding of the Rwandan genocide of 1994 is highly desirable.

### Language:

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

### Assessment Method:

There may be a technical test followed by a competency-based interview.

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## Special Notice:

The appointment is limited to the Mechanism. \*Appointment of the successful candidate to this position will be subject to budgetary approval. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism 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](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitmentR@un.org](mailto: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) in the duty station as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 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.

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