United Nations International Residual Mechanism for Criminal Tribunals

**Call for Interest**

**Individual Contractor - Language Reference Assistant (French) 50%**

**(duration 2 months)**

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**DEADLINE FOR APPLICATIONS**: 09 March 2020  
**DATE OF ISSUANCE**: 02 March 2020  
**OFFICE**: Registry/Language Services Section  
**LOCATION**: The Hague  
**JOB OPENING NUMBER**: 2020/IRMCT/REG/LSS/019-CIC

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**Organizational setting and Reporting:**

The Individual Contractor will be working in the Language Services Section, Registry, of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of the Chief of Language Support Service.

Only candidates under consideration will be contacted for an interview. The selected candidate will be offered a contract as an Individual Contractor.

**Terms of Reference for Consultant:**

**A) Objectives and Targets**

The consultant performs a variety of linguistic tasks from English into French: aligns confidential and public documents in all cases by using AlignFactory or other suitable software; proofreads and formats translations of texts; assists in referencing of documents; carries out research for translators upon request. Uses in-house terminology databases and applies other LSS conventions to ensure accuracy of translations and consistency with in-house usage and provides other administrative support assignments for the LSS as required.

**B) Tangible outputs of the work assignment**

Clearing of the alignment backlog of confidential and non-confidential IRMCT documents; timely delivery of services through efficient proofreading and formatting of documents in accordance with the established procedure and within agreed deadlines; increased accuracy of translations and fewer inconsistencies in translations delivered by LSS FTU.

**C) Delivery**

The contractor shall work in-house and produce the work on the LSS network drives. The work product will be delivered daily and checked for accuracy.

**D) Performance indicators**

The Language Reference Assistant's work will be evaluated based on the quality and timeliness of the work produced. A high quality work product will be accurate and well organized. Work product will be considered timely where it is produced in accordance with agreed upon internal deadlines.

**E) Fee for Service**

Monthly range for 50% work schedule: Eur 1,478 – 1,756. Fee will be dependent upon experience.
Qualifications/ Special skills:

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

Experience: Minimum of 3 years related administrative/language experience, preferably in an international environment.

Language: English and French are the working languages of the IRMCT. For this position, fluency in French is required. Working knowledge of English is desirable.

How to Apply

Qualified candidates who are able to work on short notice in The Hague, Netherlands, are invited to submit their application and their UN Personal History Form (PHP), to recruitment@un.org in-box quoting the Reference No. 2020/IRMCT/REG/LSS/019-CIC in the subject line.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.