

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration 1 September – 31 December 2020 with possibility of extension)

Censor Clerk, G-4 (2 posts)

DEADLINE FOR APPLICATIONS	:	03 August 2020
DATE OF ISSUANCE	:	28 July 2020
OFFICE	:	Registry/ UNDF
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2020/TJO/IRMCT/REG/UNDF/106-GS

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

Organizational setting and Reporting:

This position is located in the United Nations Detention Unit (UNDF), Registry Arusha Branch of the International Residual Mechanism for Criminal Tribunals (IRMCT). The incumbent will perform her/his duties under the direct supervision of the Commanding Officer of the UNDF.

Responsibilities:

- Performs telephone switchboard services and keeps log of all incoming and outgoing telephone calls;
- Monitors detainees' telephone conversation, and censors detainees' private mails, video and audio CDs and tapes when necessary for security purposes;
- Reports any security related issue to the Commanding Officer;
- Serves as translator/interpreter from and into Kinyarwanda, French, English, and Kiswahili;
- Provides regular reports on and keep files of censor activities;
- Provides other duties as assigned.

Core Competencies:

- **Professionalism:** Proven ability to conduct telephone switchboard and multi-media censoring tasks. Ability to translate to/from Kinyarwanda, French, English and Kiswahili. Knowledge of current affairs in Rwanda. Excellent communication (spoken, written and presentational) skills, including the ability to produce a variety of written communications products, and to deliver oral presentations. 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. 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.
- **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: Minimum of three (3) years of experience in general office support, switchboard functions, censor functions, or related area is required. Experience working in a detention facility in an office of the United Nations common system or comparable international organization is desirable.

Language: English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English and Kinyarwanda is required. Knowledge of French and Kiswahili is highly desirable.

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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 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 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. Please note that only short listed candidate(s) will be informed of the outcome.
- 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.irmct.org) and forward electronically along with a cover letter to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. **Please note that CVs cannot be accepted.**
- 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 candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 3) 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. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.
- 4) 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:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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.