United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (duration to 31 March 2021)*

Language Assistant, G-6 – x 4 posts

<table>
<thead>
<tr>
<th>DEADLINE FOR APPLICATIONS</th>
<th>DATE OF ISSUANCE</th>
<th>OFFICE</th>
<th>LOCATION</th>
<th>JOB OPENING NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 October 2020</td>
<td>22 October 2020</td>
<td>Office of the Prosecutor</td>
<td>Kigali, Rwanda</td>
<td>2020/TJO/IRMCT/OTP/104-GS</td>
</tr>
</tbody>
</table>

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), Arusha Branch, Kigali Field Office. The incumbent will work under the general supervision of the Senior Pre-Trial Attorneys.

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

Responsibilities:
The incumbent will perform the following duties:

• 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.
• Performs any other translation or interpretation duties as directed either by the Senior Pre-Trial Attorneys 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 Senior Pre-Trial Attorneys 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.
• 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.
• Planning and Organizing – 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.

QUALIFICATIONS:

Education:
High School diploma or equivalent.

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.

Languages:
English and French are the working languages of the Residual Mechanism. For the post advertised, proficiency in Kinyarwanda and English is required. Fluency in French is a distinct advantage.
United Nations International Residual Mechanism for Criminal Tribunals

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.