United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2020)*

Associate Interpreter (Kinyarwanda – English), P-2

DEADLINE FOR APPLICATIONS : 22 June 2020
DATE OF ISSUANCE : 15 June 2020
OFFICE : Office of the Prosecutor
LOCATION : Kigali Field Office
JOB OPENING NUMBER : 2020/TJO/IRMCT/OTP/154-P

*Position start date to be determined in accordance with the commencement of pre-trial investigations.

Organizational setting and Reporting:
This position is located in the Office of the Prosecutor, Kigali Field Office, under the direction of the Chief of Staff, OTP, IRMCT.

Responsibilities:
Under the supervision of the Pre-Trial Senior Investigator the incumbent of the post provides:

- Interpretation during field investigations and other official meetings from Kinyarwanda into French and vice versa.
- The incumbent is expected to provide a high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original, and to observe established terminology and usage.
- The incumbent must systematically keep abreast of IRMCT case law and relevant terminology, and prepare thoroughly for various types of complex investigations, hearings or meetings.
- S/he is routinely assigned to sensitive and highly technical meetings, functions as team coordinator of all interpreters assigned to the same meeting, and may be called upon to instruct and advise Language Assistants. The incumbent also provides consecutive interpretation at the duty station or on missions.
- When the needs of the OTP so require, the incumbent may be given written translation assignments or called upon to assist with scheduling and other interpretation-related duties within the OTP.

Core Competencies:
- Professionalism – Punctuality; readiness to keep flexible working hours; high level of concentration; split second accuracy; clear delivery; ability to perform under continuous stress and to assimilate an exceedingly broad range of subjects. The incumbent must have the ability to interpret not only technically difficult testimonies and legal arguments, but also the emotionally charged testimonies of war victims. Good computer skills essential. 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.
- Accountability – Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organisational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education:
Advanced university degree from a university or from an institution of equivalent status in translation. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:
Minimum 2 years of work experience in the interpretation field or teaching interpretation.

Language:
United Nations International Residual Mechanism for Criminal Tribunals

English and French are the working languages of the Mechanism. For the post advertised, the incumbent should have a perfect command of Kinyarwanda and an excellent command of English. Knowledge of other languages is an asset.

HOW TO APPLY:

1) Internal staff at the P2 level who meet the requirements are eligible to apply.
2) Interested candidates 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 (for internal candidates) 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) Please note that only candidates under serious consideration will be notified of the final decision.

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.

NOTE FOR EXTERNAL CANDIDATES:

1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.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. Please note, 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 staff member for the position.
3) Please note that only candidates under serious consideration will be notified of the final decision.

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.

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.

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.