

United Nations International Residual Mechanism for Criminal Tribunals

Proofreader (Kinyarwanda) FS-4

DEADLINE FOR APPLICATIONS	:	12 November 2021
DATE OF ISSUANCE	:	14 October 2021
OFFICE	:	Registry, Language Support Services
LOCATION	:	Arusha
JOB OPENING NUMBER	:	21-LAN-RMT-165438-R-ARUSHA (L)

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

Organizational setting and Reporting:

This position is located in the Language Services Section, Registry, of the IRMCT Arusha Branch. Under the direct supervision of the Head of Language Support Services (LSS), Arusha.

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

Responsibilities:

The incumbent is responsible for proofreading completed translations while observing a high standard of accuracy and taking into account priorities and deadlines: reads and corrects documents in Kinyarwanda and French against the original to ensure that final version is a true translation of the original. Corrects spelling, grammar, style, typography, format or any substantive errors overlooked by revisers or translators; check compliance with original, checks pagination, paragraph numbering, correlation of table of contents with text; completes cross references within text and footnotes;

The incumbent is also responsible for providing LSS translators and revisers with timely and adequate reference materials necessary for accurate translation using all available physical and electronic sources. S/he finds the exact titles of publications and/or organizations (in the target language) referred to in the document submitted for referencing, identifies acronyms, abbreviations and quotations and supplies their official language version; locates the relevant audio-visual materials whenever they are available in the target language and transcribes the relevant passages for incorporation into the translation; makes sure that all referencing output is structured in accordance with referencing procedures, seeking guidance from the Supervisor only in exceptional circumstances; provides assistance to LSS language staff on matters related to referencing-related projects; contributes to maintaining a collection of reference materials.

When required, the incumbent provides backup for the Document Management Assistant by processing translation requests submitted via the Translation Tracking System (TTS) in accordance with the Registry Policy Governing Translation Services and the Document Management (DM) Code of Conduct and in view of LSS capacities. In order to prevent duplication of requests, checks documents submitted for translation with the aim of establishing whether the documents have been previously translated.

Performs other ad hoc duties, as requested by the Head of LSS.

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. Demonstrates 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.
- **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.
- **Technological Awareness –** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

QUALIFICATIONS

Education:

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

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Work Experience:

Minimum of six (6) years of related administrative/technical experience preferably in an international environment.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, the incumbent must have Kinyarwanda as mother tongue and an excellent knowledge of French and English. Knowledge of other languages is an asset.

Assessment Method:

There may be an assessment exercise for qualified candidates followed by a competency-based interview.

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 International Residual Mechanism for Criminal Tribunals. ***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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines.

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Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in Inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
