

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2022)

Translator Kinyarwanda, P-3

DEADLINE FOR APPLICATIONS	:	21 March 2022
DATE OF ISSUANCE	:	08 March 2022
OFFICE	:	Registry / Language Support Services
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2022/TJO/IRMCT/REG/LSS/228-P

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

Organizational setting and Reporting:

The post is located in the Language Support Services, Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the direct supervision of the Head of Language Support Services.

Responsibilities:

- The incumbent of the post translates, subject to minimal revision, a variety of texts from French and English into Kinyarwanda and from Kinyarwanda into French, respecting deadlines and using appropriate terminology.
- He/She must further aim at a high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original; observes established terminology and usage; ensures, as far as possible, consistency with other translations produced by the Service or other translators working on the same document.
- Uses all sources of reference, information and consultation relevant to the text at hand and carries out any research required. Must maintain a certain speed and volume of output, due account being taken of the difficulty of the text and the specified deadline.
- Identifies new terminology material and submits it for the consideration of revisers.
- Any ad hoc functions as required.

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.
- **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.
- **Commitment to Continuous Learning –** Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

QUALIFICATIONS

Education:

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

Experience:

Minimum of five (5) years of translation experience, preferably in the context of the United Nations or an international organisation. Some degree of specialization in subjects with which the Mechanism deals, i.e. legal. Familiarity with terminology databases and knowledge of relevant computer software is an asset. Experience in revision is an asset.

Language:

English and French are the working languages of the Mechanism. For the post advertised, the incumbent should have Kinyarwanda as a mother tongue, a perfect command of French and an excellent command of English.

United Nations International Residual Mechanism for Criminal Tribunals

HOW TO APPLY:

- 1) Internal staff at the P-2 or P-3 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 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 International Residual Mechanism for Criminal Tribunals. 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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

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.

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.
