

# United Nations Mechanism for International Criminal Tribunals

Reference Assistant (Kinyarwanda), G-6\*

DEADLINE FOR APPLICATIONS	:	18 September 2017
DATE OF ISSUANCE	:	21 August 2017
ORGANIZATIONAL UNIT	:	Registry/Language Support Services
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2017/MICT/REG/LSS/012-GS

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

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## Organizational setting and Reporting:

This position is located in the Language Support Services, Registry, under the direction of the Chief of Language Support Services, and under the supervision of the Head of the Kinyarwanda Translation Unit.

## Responsibilities:

The incumbent is 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.

The incumbent is also responsible for proofreading completed translations while observing a high standard of accuracy, and inputting corrections and formatting files as necessary, taking into account priorities and respecting deadlines.

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 Unit Head or Section Chief.

## 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.
- **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-** Good computer skills; excellent command of Microsoft Office applications (e.g., Word, Excel), relevant software packages (e.g., SDL Trados) and MICT software applications (especially ZyFind, dtSearch, and the Translation Tracking System).

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## QUALIFICATIONS

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

**Experience:** 7 years related administrative/technical experience preferably in an international environment.

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**Languages:** English and French are the working languages of the Mechanism. For this post, the Incumbent should 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 a technical test and/or a competency based interview

**Special Notice:**

The appointment is limited to the Mechanism. \*Appointment of the successful candidate to this position will be subject to budgetary approval. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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**HOW TO APPLY**

**NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

**NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.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 therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

**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.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.**

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