

United Nations Mechanism for International Criminal Tribunals

DOCUMENT CONTROL ASSISTANT, G-6

DEADLINE FOR APPLICATIONS	:	03 October 2017
DATE OF ISSUANCE	:	05 September 2017
ORGANIZATIONAL UNIT	:	Registry/Language Support Services
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2017/MICT/REG/LSS/038-GS

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

Organizational setting and Reporting:

This position is located in the Language Support Services, Registry, under the direction of the Chief of Conference and Language Services Section, ICTY.

RESPONSIBILITIES:

Under the supervision of the Head, English Translation Unit, ICTY, the incumbent manages translation requests, by coordinating assignments and ensuring a timely delivery of same.

Independently maintains internal LSS databases and spreadsheets and runs the translation unit side of the Translation Tracking System (TTS), providing supervisors with internal reports and statistics when required. Provides computer support to the translation pool, including assistance in formatting complex documents, and ensures uniformity. Provides referencing assistance to in-house and external translators when required in consultation with the RTDU. Provides system analyses for the implementation of TTS. The incumbent liaises with all sections of the Tribunal with regard to translation requests received through TTS. Independently negotiates deadlines and prioritizes workload. Checks documents submitted for translation and alerts requesters to any need for textual clarification or corrections of the original documents. Selects the most suitable translator for each particular job. Liaises with external contractors and assigns them work as required; follows up to ensure timely delivery of services. Coordinates work on split jobs.

Oversees and coordinates the work of administrative staff and language assistants, including distribution and review of work assignments, training and provides input for performance evaluation to the Head of the Unit. Performs linguistic tasks as required, including sight or summary translations into B/C/S or English for the needs of the translation units. Inputs final revisions into documents for the courtroom and prepares them for filing. Other ad hoc functions, including administrative support 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.
- **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 UN standard computer applications (MS Office, Lotus Notes, etc.) and relevant proprietary software.

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.

Languages: English and French are the working languages of the Mechanism. For this post fluency in written and oral BCS and English is required. Knowledge of other languages is an asset.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism. 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. 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 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) and forward electronically AS ONE DOCUMENT to the 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.
