

# United Nations Mechanism for International Criminal Tribunals

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

Language Assistant, G-5

DEADLINE FOR APPLICATIONS	:	10 October 2017
DATE OF ISSUANCE	:	11 September 2017
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2017/MICT/REG/OTP/050-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 Office of the Prosecutor (OTP). The incumbent will work under the general supervision of the Senior Trial Attorney on the Stanasic and Simatovic trial team.

## Responsibilities:

The Incumbent will perform the following duties:

The incumbent performs linguistic tasks as required, particularly in assisting the Stanasic and Simatovic trial team. The responsibilities of the Language Assistant include: providing language support to the OTP, specifically in meeting the OTP's disclosure obligations, by providing full (draft) translations of evidentiary documents; transcription and synchronising of audio and video files; providing language assistance to investigators, as required, by placing phone calls or assisting during witness interviews; interpretation during meetings with B/C/S/ (Bosnian/Croatian/Serbian/) speakers; reviewing and summarizing material in B/C/S pertaining to specific cases in support of trial investigations and on-going trials. Performing searches for information and documents in the relevant databases, using OTP electronic search tools and OTP applications such as Casemap, WMS and ZyFIND. Supporting OTP trial teams by reviewing and, in consultation with trial team members, selecting relevant evidentiary materials in B/C/S; performs other ad hoc tasks 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.
- **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.
- **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.

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## QUALIFICATIONS

**Education:** High School diploma or equivalent.

**Work Experience:** Minimum of five years related language experience.

**Languages:** English and French are the working languages of the Tribunal. For the post advertised fluency in oral and written English and B/C/S is required. Ability to read Cyrillic is an advantage.

## 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 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-4 and G-5 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
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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.

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