



# *International Criminal Tribunal for the former Yugoslavia*

Associate Translator, P-2

**DEADLINE FOR APPLICATIONS** : 19 September 2010  
**DATE OF ISSUANCE** : 21 July 2010  
**OFFICE** : Registry, CLSS  
**JOB OPENING NUMBER** : 10-CON-UNS-15748-R-THE HAGUE

The appointment is limited to ICTY. The initial appointment is limited for a duration of one year only. Extension of this position is subject to receipt of further funding. ICTY is a smoke free environment.

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

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## **ORGANIZATIONAL SETTING:**

This position is located in the Registry, Conference and Language Services Section.

## **RESPONSIBILITIES**

Under the supervision of the Head of Unit, the incumbent of the post;

- Translates, subject to revision, documents from English into Bosnian/Croatian/Serbian, respecting deadlines and using appropriate terminology.
- Must aim at a high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original, observe the established terminology and usage, and ensure, as far as possible, consistency with other translators working on similar documents.
- The level of revision required should decrease as more experience is gained.
- 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 deadlines. Identifies new terminology material and submits it for the consideration of revisers.

## **COMPETENCIES**

- **Professionalism** – Good writing skills; high standards of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text; good grasp of the subject matter; ability to use all sources of reference, consultation and information relevant to the task at hand; ability to maintain an adequate speed and volume of output, taking into account the difficulty of the text and the specified deadline. Must have the ability to work quickly and accurately under pressure. Knowledge of relevant computer software including word-processing programmes. 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. 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.
- **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.
- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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## **QUALIFICATIONS**

**Education:**  
Bachelor/Masters degree or equivalent.

**Work Experience:**  
Minimum of 2 years experience in translation.

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## **Languages:**

English and French are the working languages of the Tribunal. For the post advertised, the incumbent should have Bosnian/Croatian/Serbian as a mother tongue or its equivalent and an excellent command of English, as demonstrated by passing ICTY's selective translation examination. Knowledge of other languages an asset.

## **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**

**The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.**

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