



## *International Criminal Tribunal for the former Yugoslavia*

Translator/Reviser (French), P-4 (Vacancy until 31 December 2016)

DEADLINE FOR APPLICATIONS	:	03 March 2016
DATE OF ISSUANCE	:	17 February 2016
OFFICE	:	Registry/CLSS
JOB OPENING NUMBER	:	2016/REG/CLSS/009-P

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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 Conference and Language Services Section, Registry.

### RESPONSIBILITIES

The incumbent of the post revises and/or translates a variety of texts, mostly legal, from English into French, respecting the deadlines and using the appropriate terminology. S/he must aim at a high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original; observes the established terminology and usage; ensures, as far as possible, consistency with other translations produced in the Unit; maintains a certain speed and volume of output, due account being taken of the difficulty of the text and the specified deadline. S/he counsels translators with a view to refining their skills and overall performance and assists them in solving particularly difficult problems which require specialized knowledge and linguistic insight. S/he reports regularly to the Head of the Unit on the performance of the translators. Identifies new terminology material and submits it for the consideration of colleagues. Performs any ad hoc functions as required.

### CORE 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 references, consultation and information relevant to the text at hand; ability to maintain an adequate speed and volume of output, taking into account the complexity of the text and the specific deadline. 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 Organizing** – 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.
- **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:

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

#### Work Experience:

Minimum of 7 years' experience in translation/ revision into French, preferably in the context of the United Nations or an international organisation. Familiarity with terminology databases and knowledge of relevant computer software including word-processing programmes.

#### Languages:

English and French are the working languages of the Tribunal. For the post advertised, fluent in French and fluency in English are required, as demonstrated by passing the UN-ICTY selective examination for translators/revisers. Knowledge of Bosnian/Croatian/Serbian is an asset.

#### Assessment Method:

There may be a technical test and competency-based interview.

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### **HOW TO APPLY**

#### **NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the P-3 and P-4 level are eligible to apply.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.

#### **NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website ([www.icty.org](http://www.icty.org)) and forward electronically to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.

#### **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.

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 make a recommendation for the position.

**SPECIAL NOTICE:** The appointment is limited to ICTY. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. ICTY is a smoke free environment.

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