



International Criminal Tribunal for the former Yugoslavia

Language Assistant, G-5 (50% part-time, Temporary Vacancy until 30 September 2016)

DEADLINE FOR APPLICATIONS	:	20 May 2016
DATE OF ISSUANCE	:	13 May 2016
ORGANIZATIONAL UNIT	:	OTP/DVIU
VACANCY ANNOUNCEMENT	:	2016/ICTY/OTP/DVIU/017-GS

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

Organizational setting and Reporting:

This position is located in the Document and Video Indexing Unit under the supervision of the Supervisor of the Unit.

Responsibilities:

In coordination with the Head of the Unit, the incumbent performs linguistic tasks as required, particularly in assisting Trial Teams. 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 synchronizing of audio- and video files; providing language assistance to investigators and lawyers, 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 trials and appeals. 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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS

<u>Education:</u>	High school diploma or equivalent.
<u>Experience:</u>	Five years related language experience.
<u>Language:</u>	Fluency in oral and written English and B/C/S. Ability to read Cyrillic is an advantage.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 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; ICTY website or personal Inspira account. Please submit all documents including the last two



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e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.

- 3) 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 recommend a staff member for the position.
- 4) Applicants may have to sit the 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 ICTY website (www.icty.org) or personal Inspira account and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 2) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

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.

Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.