

## Job Opening

Job Title, Level:	Associate Translator (French/Khmer) (NO-B)
Department/Office:	Court Management Section
Remuneration:	Starting from US\$ 46,261 gross per annum depending on relevant background and experience
Number of Positions:	One
Duration:	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
Location:	Phnom Penh, Cambodia
Posting Period:	04 December 2018 to 03 January 2019
Job Opening number:	18/NO/CMS/05

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

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**APPOINTMENT WILL BE MADE ON A LOCAL BASIS.  
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO  
PASS TESTS AND TO TAKE AN INTERVIEW**

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### Org. Setting and Reporting

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

While the ECCC is established as a national court, the Royal Government of Cambodia sought the technical assistance of the United Nations in operating the court. In Resolution A/57/228 and A/57/228B, the General Assembly approved the involvement of the United Nations and endorsed the agreement outlining the arrangements between the two parties. The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) was established in 2005 to provide on-going technical, operational and logistical support to the Royal Government of Cambodia in all aspect of the Court's operations.

To learn more about UNAKRT, please visit our website: <http://www.unakrt-online.org>.

The incumbent works under the overall supervision of the Head of the Interpretation and Translation Unit and the Senior Reviser and Supervisor of the Interpretation and Translation Unit and the direct supervision of the Translation Team Leader.

### Responsibilities

- Translates documents covering a broad range of subjects dealt with by ECCC, i.e., mainly legal and evidentiary documents related to the ongoing investigations, trials and appeals before the Chambers.
- Controls the quality and revises outsourced translations, covering mainly evidentiary documents.
- Participates in the setting of new terminology for use where none exists in the target language.
- Assists in the outsourcing of translations and serves as a focal point for the approval of reviewed, outsourced translations.
- Assists judicial organs, the prosecution and defence teams on linguistic/translation issues.
- Provides particular support to the Defence Support Section and the Defence Teams by translating a wide range of legal and administrative documents, including substantial and procedural submissions drafted by Defence Teams, evidence materials, official memoranda and correspondences, and training materials, between French and Khmer as per deadlines and using appropriate terminology.
- Provides consecutive and simultaneous interpretation between French and Khmer and Khmer

and French for both the Defence Support Section and the Defence Teams, including during public training and outreach events, interviews conducted during field investigations, and private or confidential meetings/telephone calls.

- Performs other duties as assigned.

### **Competencies**

- **Professionalism:** Knowledge and understanding of the need for confidentiality within criminal proceedings and of the sensitivity of the information handled; understanding of working with court processes and defence lawyers. Ability to summarise complicated issues in a concise and clear manner, using French and Khmer. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational 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.

### **Education**

A first level degree in translation, linguistics, law or any other relevant field from a university or an institution of equivalent status.

### **Work Experience**

A minimum of two years of experience in translation is required. Experience within a court/judicial institution is an advantage.

### **Languages**

Khmer, English and French are the working languages of the ECCC. For the post advertised, fluency in oral and written French and Khmer is required. Fluency in oral and written English is desirable.

### **Assessment Method**

Evaluation of qualified candidates will include an assessment exercise and a competency-based interview. Candidates for this position must pass the relevant UNAKRT Examination for Translators.

### **Special Notice**

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate. The initial appointment will be for a period of one year; an extension is subject to the extension of the mandate of UNAKRT, the availability of funding and/or individual performance.

### **HOW TO APPLY:**

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at <http://unakrt-online.org/sites/default/files/pagedocs/p11.doc#overlay-context=content/recruitment>, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org)

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

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).

This vacancy is open for Cambodian nationals only.

Qualified women are encouraged to apply.

**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.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.