



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

**VACANCY ANNOUNCEMENT
(Re-advertised)**

<u>Vacancy Announcement Number:</u>	14/GS/ITU/22
<u>Functional Title and Grade</u>	Language Reference Assistant (GS-5)
<u>Department/Service</u>	Interpretation and Translation Unit, Court Management Section
<u>Remuneration:</u>	Starting from US\$ 15,243 gross per annum depending on relevant background and experience.
<u>Type of Appointment:</u>	Fixed-Term Appointment
<u>Number of Positions:</u>	One
<u>Duration:</u>	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.
<u>Deadline for Applications</u>	22 August 2014

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

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Candidates will be expected to move periodically to new functions throughout their careers
and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF DUTIES:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a domestic court supported with international staff, established in accordance with Cambodian law. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial senior leaders of Democratic Kampuchea 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, that were committed during the period from 17 April 1975 to 6 January 1979.

This position is located within the Interpretation and Translation Unit (ITU), Court Management Section (CMS). The incumbent is under the general supervision of the Coordinator, ITU, and the direct supervision of the Translation Team Leader. The incumbent shall be responsible for the following duties:

- Provides translators and revisers with all references, terminology and documentation necessary for accurate revision and translation of documents;
- Analyses documents submitted for translation to determine whether all or part of a text has been taken from previously translated sources and identify these sources;
- Consults terminology databases, indexes of laws, agreements, treaties, internal rules, written records, judicial orders, decisions, glossaries in the ECCC and other institutions, and other documents if necessary;
- Identifies and retrieves documents from the legal interface used in ECCC (ZyLAB) and the translation systems, and locates and retrieves information from other Internet sources as required;
- Provides official language versions of titles of documents, laws, agreements, treaties, written reports, judicial orders, decisions, and other publications;
- Identifies and supplies target-language versions of acronyms, quotations and background documentation useful for terminology or phraseology;
- Systematically organizes research materials in reference folders for ready use by revisers and translators. This includes annotating texts submitted for revision and translation and providing reference sources in the relevant languages, as well as aligning documents in translation memories.
- Assists in organizing and maintaining a terminology database.
- Performs other related duties as required.



During the interview, candidates will be asked to demonstrate that they possess the following competencies:

- **Professionalism** – Ability to research, select, organize and summarize information. Knowledge of translation and subjects dealt with by the ECCC. Able to use all sources of reference, consultation and information relevant to the text at hand. Able to work under pressure and maintain adequate speed and volume of output observing deadlines. Remains calm in stressful situations; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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.
- **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..
- **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.
- **Technological Awareness**: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the Unit; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS AND EXPERIENCE:

Work Experience: Five (5) years of experience in translation, language terminology or related area. Consideration for up to 3 years equivalent work experience may be given for candidates in possession of a university degree.

Education: High school diploma or equivalent. Additional certificate of training in French, English, Information technology or administrative support from a recognized institution is desirable. Proficiency in standard computer applications (Word, Excel) and Internet research tools.

LANGUAGES: Khmer, English and French are the working languages of the ECCC. For the post advertised, a working knowledge of English and French is required; knowledge of Khmer is desirable.

HOW TO APPLY :

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at http://www.unakrt-online.org/06_recruitment.htm, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address 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 Cambodia national only.

THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

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