

VACANCY ANNOUNCEMENT

Vacancy Announcement Number: 14/GS/OCP/26

Functional Title and Grade: Language Assistant (GS-7)

Department/Service: Office of the Co-Prosecutor, UNAKRT

Remuneration: Starting from US\$ 26,690 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.

Deadline for Applications: 27 December 2014

APPOINTMENT WILL BE MADE ON A LOCAL BASIS.
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS
WRITTEN 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.

Organizational Setting and Reporting Relationships:

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.

SUMMARY OF DUTIES:

This position is located in the Office of the Co-Prosecutor at Extraordinary Chambers in the Courts of Cambodia (ECCC). The incumbent typically will report generally to the International Co-Prosecutor but directly to the Deputy Co-Prosecutor on a day to day basis.

Responsibilities: At this grade level, the Language Assistant will be responsible for the following duties:

- Translates legal submissions from English to Khmer accurately and in a timely manner whilst.
- Ensuring a high standard of accuracy, consistency and faithfulness to the spirit, style, terminology and nuances of the original document required to be translated as most documents will be filed in Court proceedings.
- Translates in full or summary a summary format.

- Complex legal and evidentiary materials, between English/Khmer and vice versa.
- Inputs Khmer and English data in analysis software systems such as Zylab, Case Map, PowerPoint, Word, Excel and Adobe Acrobat amongst others.
- Interprets at meetings as necessary between English and Khmer and vice-versa.

Work implies frequent interaction with the following: Other language assistants, prosecutors, analysts, information manager and supervisors within the work unit and language support services.

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

Professionalism: Knowledge and understanding of the need for confidentiality within criminal proceedings and of the sensitivity of the information handled, understanding the work of the Prosecution Office. Ability to conduct research from standard research sources, analyze information and compile relevant legal materials/information. Ability to show tact and discretion in dealing with confidential matters and materials. 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, show 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.

Qualifications:

Education: High school leaving certificate or equivalent, plus technical diploma, certificate or other academic qualification in fields of social sciences, social work, psychology, law or related fields, or extensive relevant experience. Basic knowledge of computer skills, MS Office, Spreadsheet and Word is required.

Work Experience: At least 7 years of experience in the field of legal translation. Excellent computer skills and typing skills in Khmer and English. Experience in Case Map, PowerPoint and Adobe Acrobat is an asset.. Consideration for up to 3 years equivalent work experience may be given for candidates in possession of a university degree.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

ASSESSMENT METHOD:

Evaluation of qualified candidates may include a technical assessment exercise which may be followed by competency based interview.

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 their application mentioning the vacancy announcement number and functional title in the subject line of the email to the Human Resources Management Section, UNAKRT, to the following email address unakrt-jobs@un.org.

Applications from female candidates are particularly encouraged

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.

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

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Date of issuance: 28 November 2014