UNITED NATIONS INVESTIGATIVE TEAM TO PROMOTE ACCOUNTABILITY FOR CRIMES COMMITTED BY DA'ESH / ISIL

UNITAD

JOB POSTING DETAILS

Posting Title: Field Translator, GL-6
Opening Number: UNITAD-2020-GL-004
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Dohuk
Type of Contract: Temporary Appointment
Duration of Contract: Nine months with possibility of extension
Posting period: 05 – 19 March 2019

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

Special Notice:

UNITAD invites all interested and qualified candidates to apply for the position advertised.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas /
educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Please indicate the Posting Title and Opening number you are applying for.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Org. Setting and Reporting:**

These positions are located within the United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD) and will be based in Dohuk, Iraq.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

**Responsibilities:**

Within limits of delegated authority, the Field Translator, GL-6, may be responsible for the following duties:

- Translates from local language(s) to designated UN working language(s) correspondence, contracts, quotations, regulations, certificates, licenses, and administrative letters/circulars/information and other documents from the local language into the required official UN Language and vice versa, whilst ensuring that deadlines are met and the quality of translation is adequate, and that translated material is received on time.
- Translates legal documents such as court decisions, indictment sheets, police reports and other material from the local language into the required official UN Language.
- Attends court hearings involving UN personnel in which proceedings are conducted in the local language.
- Monitors regional press and hourly news broadcasts on daily basis, mainly on news items and reports pertaining to the regional political scene with regard to the countries included in the mission’s regional mandate.
- Translates and summarizes printed and audio selected items into the required official UN Language.
• Translates excerpts from local TV and radio stations into the required official UN Language.
• Translates minutes of meetings of the Unit/Section or official notes/documents from various Units/Sections within the Mission into the required official UN Language.
• Keeps track of his/her translations of documents and maintains copies of the translated materials.
• Advises on the approximate completion time of requests for translation of documents.
• Performs other duties, as assigned.

Competencies:

Professionalism: Ability to apply good judgment in the context of assignments given and to respond appropriately when difficulties or conflicts arise, tact and discretion in dealing with high ranking officials and with extremely confidential matters. 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.

Planning& 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.

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.

Education:

High School or equivalent Diploma in translation/interpretation from a recognized institution. Certificate or diploma in foreign languages or equivalent, with an emphasis on translation/interpretation is desirable. Proficiency in computer software applications (MS Windows, Word, Excel, Power Point, Outlook).
**Work Experience:**

At least seven (07) years of progressively responsible experience in the field of translation. Experience in the interpretation/translation field or experience in simultaneous interpretation is desirable. Experience in translating Legal documents is desirable. Experience in interpretation/translation within an international organization is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic is required.

**Assessment Method:**

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

**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.