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

UNITAD

JOB POSTING DETAILS

Posting Title: Translator, NO-C
Opening Number: UNITAD-2020-NPO-007
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Baghdad
Type of Contract: Temporary Job Opening
Duration of Contract: Nine (9) months
Posting period: 14 June – 13 July 2020

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

Special Notice:

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

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.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

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

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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:**

This position is located within the United Nations Investigative Team to Promote Accountability for Crimes Committed by Da'esh/ISIL in Iraq and the Levant (UNITAD) and will be based in Baghdad, Iraq. The Information Management Officer support the implementation of an evidence-digitization project to be delivered in close cooperation with national authorities ("the Digitization project"), and reports to the Senior Programme Management Officer, working closely with the Information Systems Management unit, the Analysis unit and the Field Investigations office, under the overall supervision of the Special Adviser of UNITAD.

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:**

Under supervision of the Senior Programme Management Officer, the incumbent will be responsible for the following duties:

**Information Management**
- Supports the Senior Programme Management Officer in the execution of the Digitization project which comprises of comprehensive inventory of evidentiary material held by national authorities, digitization of evidentiary material and its integration into comprehensive, indexed and searchable databases for use by the UNITAD Investigative Team and key Iraqi national authorities. Specific tasks related to the Digitization project includes:
Translates documents from local language(s) to designated UN working language(s) covering a broad range of subjects dealt with by the United Nations, i.e., political, social, legal, economic, financial, administrative, scientific and technical.

Reviews and evaluates all jobs submitted by relevant sections, units and clients for pre-translation referencing, determining relative complexity and priority.

Assigns tasks to individual staff, taking into consideration productivity, precision, skill, experience, deadlines and availability of staff.

Provides guidance to staff as required, identifying and indicating possible sources and locations for supportive material requested; revises documents as required.

Plans and oversees reference scheduling to ensure compliance with established deadlines.

Identifies new terminology material.

Alerts the (Chief of Unit/Section) to the need for staffing resources to ensure that referencing priorities and responsibilities are met.

Assists the (Chief of Unit/Section) in order to develop work strategies; deputize for the Chief of Unit/Section.

Contributes to the definition of individual goals and the yearly performance evaluation of Language Assistants (e-PAS), in consultation with senior staff (Chief of Unit/Section).

In close consultation with relevant members of the Office of Evidence and Analysis and Office of Field Investigations, identify relevant sources of information and material among Iraqi national authorities, the Kurdistan Regional Government (KRG) and other groups for translation as part of Digitization project.

On-site physical organization of documentary evidence in close cooperation with relevant national actors in the Republic of Iraq with a view for translation as part of Digitization project.

In consultation with the Information Systems Management unit, identify, screen, and integrate translations of digitized evidentiary material into comprehensive, searchable database for use by members of the UNITAD Investigative Team.

Performs other related duties, as required.

**Competencies:**

**Professionalism:** Shows pride in work and in achievements, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is meticulous and pays attention to detail; 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.
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.

Education:

Advanced university degree (Master's degree or equivalent) in law, information management, information science, information systems, computer science, languages, archival, social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required. Experience working in a large-scale digitization project required. Prior experience in the legal industry is desirable. Experience in electronic evidence handling including chain of custody, provenance, verification, authenticity and auditing is required. Experience in litigation project management is desirable. Experience with documents using right-to-left script and information retrieval techniques for Arabic is desirable.

Other Requirements:

Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software (such as information management and/or analysis tools), to organize and access material collected during investigations is desirable. Actively seeks to apply technology appropriate to tasks.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and Arabic is required. Knowledge of another spoken language in Iraq is desirable.
Assessment Method:

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

Special Notice

• This position is founded by trust fund and temporarily available. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

• While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

• Recruitment against this position is on a local basis. Candidates for positions in the National Professional Officer categories must be nationals of Iraq.

• 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.

Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements

United Nations Considerations:

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be
perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**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.