



**United Nations Investigative Team to promote accountability for crimes  
committed by Da'esh / ISIL**

**UNITAD**

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**JOB POSTING DETAILS**

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**Posting Title:** Field Translator, GL-6 Digitization Project (2 Posts)

**Opening Number:** UNITAD-2020-GL-006

**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:** 364 days with the possibility of extension

**Posting period:** 7 April – 20 April 2020

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

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**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](mailto: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 GS-6 Field Translator reports to the P-4 Information Management Officer, Office of Analysis and Evidence who in turn reports to the National Professional Officer-Translator.

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 the overall guidance and supervision of the Information Management Officer, the incumbent will be responsible for the following duties related to the Digitization project:

- Participate in and provide appropriate support in a large-scale digitization initiative, including translation of assembled documents, data and records obtained during collection process.
- 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.

- Provides clear and concise verbal communication/interpretation, interfacing between UNITAD officials and host government representatives in support of operations and wider mission activities.
- Translates legal documents such as court decisions, indictment sheets, police reports and other material from the local language into the required official UN Language.
- Translates and summarizes printed, video, 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 official notes/documents from various Iraqi national authorities into the required official UN Language.
- Supports physical and on-site archiving and digitization activities across Iraq through providing interpretation and translation services to mobile digitization teams.
- Keeps track of his/her translations of documents and maintains copies of the translated materials.
- Performs other related duties, as required.

## **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.

**Communication:** Speaks and write clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ask questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style, and format to match the audience; Demonstrate openness in sharing information and keeping people informed.

**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. University degree in languages and or translation/interpretation is an asset. Proficiency in computer software applications (MS Windows, Word, Excel, Power Point, Outlook).

**Work Experience:**

At least seven (7) years of progressively responsible experience in the field of translation. Experience in translation of legal documents is highly desirable. Experience in the interpretation/translation field or experience in simultaneous interpretation 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 English, Arabic and Kurdish 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.