



SPECIAL TRIBUNAL FOR LEBANON

المحكمة الخاصة بلبنان

TRIBUNAL SPÉCIAL POUR LE LIBAN

Vacancy Announcement

VACANCY REF:	NL-OTR-LSS-P4-221
DEADLINE FOR APPLICATIONS:	20 March 2010
ISSUANCE DATE:	19 February 2010
LOCATION:	Leidschendam, the Netherlands
DIVISION/SECTION:	Registry/Language Services Section
TITLE:	Deputy Chief, Language Services Section
GRADE:	P4

Depending on professional background, experience and family situation, a competitive compensation and benefits package will be offered. The successful applicant will be offered a fixed-term appointment of one year limited to the Special Tribunal for Lebanon (STL). Any subsequent extension(s) are subject to terms of the Tribunal's mandate and/or the availability of the funds. The Special Tribunal for Lebanon is an international inter-governmental organisation with its own independent legal identity and not a UN organisation. However, STL follows the UN common system for benefits and entitlements to its staff members. UN staff members may also serve on loan from their parent department/office, if selected.

RESPONSIBILITIES:

The incumbent will assist the Chief of the Language Services Section in organising and coordinating the provision of language services in Arabic, English, French, and other languages at the seat of the Tribunal in Leidschendam, the Netherlands, and the field office in Beirut, Lebanon. His or her duties will include the following: overseeing the day-to-day interpretation, translation, revision and other activities of the Section with a view to ensuring timely delivery of services of appropriate quality and quantity; deputising for the Chief of the Language Services Section; formulating and promoting application of the policies, guidelines, systems, and databases required for the proper running of the Section; preparing budget submissions and performance reports; ensuring efficient management of contracts for external services; testing and selecting candidates for appointment, rostering or inclusion in a pool of freelance language professionals; supervising, monitoring and evaluating the performance of staff and freelance language professionals; advising on matters of language and terminology; interpreting and/or revising translations; and performing other related duties as required.

COMPETENCIES:

- **Professionalism** – Expert knowledge in the field of work in general and specific areas; ability to analyze the Section's workload in order to identify trends and adjust to future developments in the area; Ability to review and edit the work of others.
- **Communication** - Excellent drafting, negotiating and communications skills; very strong interpersonal skills.
- **Planning and Organizing** - Making appropriate staffing arrangements in the light of workload projections and organising work effectively to take account of priorities.
- **Teamwork** - Ability to work in a multi-cultural team environment with sensitivity and respect for diversity as demonstrated by the ability to gain assistance and cooperation of others in a team endeavour.
- **Technological awareness** - Commitment to follow technological developments in the field of translation, interpretation and administration; ability to motivate staff to apply new technology to appropriate tasks.
- **Managing performance** - Monitoring and evaluation of staff performance and provision of regular and constructive feedback to staff. Sound judgement and strong problem-solving ability; willingness to

encourage and support creativity; strong administrative and managerial abilities; effective delegation of appropriate responsibility and decision-making authority to experienced members of the Section in their field of their expertise.

- **Accountability** – Delivering outputs within prescribed periods, adhering to rules, deadlines and standards.

QUALIFICATIONS:

- **Education:** University degree in translation, interpretation, languages, law or management.
- **Work Experience:** Minimum of 9 years of progressively responsible experience in translation, interpretation and/or the coordination and/or management of language services, preferably in the context of the United Nations or an international organisation.
- **Languages:** Arabic, English and French are the official languages of the Special Tribunal for Lebanon. For this post, a perfect command of Arabic and an excellent command of either English or French is required. A command of all three languages is highly desirable.
- **Other:** Applicants may be invited to sit a test as part of the selection process.

HOW TO APPLY

1. **ALL APPLICANTS** are requested to complete a Special Tribunal Personal History Form available at the Website: <http://www.stl-tsl.org>
2. **ALL APPLICATIONS** should be submitted by the deadline via email to: stl-recruitment@un.org

It is not necessary at this stage to send copies of qualifications, previous employment contracts, entire publications, etc.

Only applicants who are under serious consideration will be contacted. The Tribunal is not in a position to respond to queries regarding information on the status of vacancies or unsolicited open applications.