



SPECIAL TRIBUNAL FOR LEBANON

المحكمة الخاصة بلبنان

TRIBUNAL SPÉCIAL POUR LE LIBAN

## Temporary Vacancy Announcement

<b>VACANCY REF:</b>	NL-OTR-LSS-G5-ROSTER
<b>DEADLINE FOR APPLICATIONS:</b>	Open
<b>ISSUANCE DATE:</b>	21 January 2010
<b>LOCATION:</b>	Leidschendam, The Netherlands
<b>DIVISION/SECTION:</b>	Office of the Registrar/Language Services Section
<b>TITLE:</b>	Language Assistant (for rostering purposes)
<b>GRADE:</b>	G5

*Depending on professional background, experience and family situation, a competitive compensation and benefits package will be offered. The successful applicant will be offered a temporary appointment until 31 December 2010 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 organization with its own independent legal identity and not a UN organization. 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. Appointment against this post is on a local basis.*

### **RESPONSIBILITIES:**

Under the supervision of the Chief of Section, the incumbent will be expected to perform the following duties: produce draft translations of evidentiary and other documents from Arabic into English and vice versa; transcribe speech from audio and video files; review audio transcription produced by peers; produce written summaries of documents; assist specialists in reviewing Arabic-language material; provide sight translation of texts; transliterate proper nouns from Arabic to Latin script; provide ad hoc language assistance as required; use established STL terminology, templates and conventions; strive for consistency with the output of other language assistants; work to deadline and produce a set volume of output; identify new terminological material for the consideration of senior staff members; and perform other duties as required.

### **COMPETENCIES:**

- **Planning and Organising** - Ability to establish priorities, coordinate with others and handle a large volume of work in an efficient and timely manner.
- **Teamwork** - Good interpersonal skills, willingness to share knowledge and encourage cooperation, ability to work in a multi-cultural environment with sensitivity and respect for diversity.
- **Accountability** - Ability to work well and consistently, while observing strict deadlines.
- **Communication** - Ability to write in a clear and concise fashion and to communicate effectively orally.
- **Technological Awareness** - Proficiency in MS Office applications (e.g. MS Word, Excel) and other IT applications; knowledge of computer-assisted translation and terminology systems is desirable.

## **QUALIFICATIONS:**

- **Education:** High school diploma or equivalent.
- **Experience:** At least 5 years of experience in a language-related function.
- **Languages:** Arabic, English and French are the official languages of the Special Tribunal for Lebanon. For this post fluency in oral and written Arabic and a very good command of written English is required. Knowledge of French is an asset. Applicants may be invited to sit a language test.
- **Other:** Ability to work quickly and accurately under pressure. Demonstrated ability to use computer technology.

## **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: <http://www.stl-tsl.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.**