



SPECIAL TRIBUNAL FOR LEBANON

المحكمة الخاصة بلبنان

TRIBUNAL SPÉCIAL POUR LE LIBAN

Temporary Vacancy Announcement

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