



Vacancy number:	VA/TU/2015/09
Office:	CMS/TU
Status:	Consultant
Duration:	4 months
Remuneration:	\$5,000.00 per month
Date Issued:	24 July 2015
Duty Station:	Phnom Penh, Cambodia
Deadline for receiving applications:	07 August 2015

ANNOUNCEMENT FOR FRENCH TRANSCRIBER

1. Objectives

The objective of the assignment is to act as a transcriber within the Transcription Unit in order to produce high-quality transcription of Court hearings, with precision and attention to detail, particularly in standardizing spellings of names and places, while meeting the expected deadlines for the draft transcript and distribution of the final edited version.

2. Tasks and outputs

Under the direct supervision of the Transcription Unit's Supervisor, the incumbent will perform the following duties:

- review transcripts against digital audio recording;
- transcribe, when necessary, a verbatim record of trial proceedings from audio recording;
- edit for continuity in spelling, grammar and punctuation, including citation references;
- finalize and distribute transcripts to relevant parties;
- participate to courtroom tasks (annotations in CourtFlow or VIQ) as required;
- perform administrative tasks related to court files as well as for the Court Management Section as required;
- participate in transcription team activities, including attending team meetings;
- maintain security and safeguard confidentiality of records.



3. Duration and location

The duration of the contract will be five months. The usual workplace will be on the premises of the ECCC. The assignment may include assistance to the field missions with the Office of the Co-Investigating Judges, which may take place in any province inside Cambodia. The candidate must be available and willing to travel for this position.

4. Reporting lines and administrative support

The French Transcriber will report directly to the Supervisor of the Transcription Unit. He/she will work in cooperation with the Transcription Unit's National and International staff members (transcribers and editorial assistant), as well as with the Court's Legal Officers, Translators, Interpreters, and Administrative Officers.

5. Qualifications and experience

Qualifications

- A high school diploma or the equivalent is required; an additional certificate or diploma in the fields of legal transcription, law, linguistics, literature or secretarial studies will be considered an asset;
- A minimum of five years of experience in transcription, revision or edition is necessary; experience working in an international tribunal is an asset;
- Fluency in both written and oral French is essential, as well as a good knowledge of English; knowledge of Khmer would be considered an asset;
- Experience in working in a computer environment (word processing, Internet) and a good knowledge of Microsoft Word are essential; knowledge of ZyLAB, CourtFlow, VIQ or other similar archiving and transcription software will be considered an asset.

Please note that no additional allowance will be offered for this consultancy.

Submission of Application:

Submission of Application: Please address the fully completed and signed application form (P.11) in English, together with copies of relevant supporting documents by e-mail to: unakrt-jobs@un.org. Applications received after the deadline will not be accepted. The P.11 Form may be [downloaded from the UNAKRT Website](#). Successful candidates will be placed on the roster for one year. Preference will be given to equally qualified female candidates. Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.