



Vacancy number:	VA/TU/2016/10
Office:	Transcription Unit
Status:	Consultant Language Reviewer- French to English
Duration:	5 months
Remuneration:	USD 6,000/per month
Date Issued:	29 June 2016
Duty Station:	Phnom Penh - Cambodia
Deadline for receiving applications:	12 July 2016

ANNOUNCEMENT FOR CONSULTANT

1. Objectives

The objective of the assignment is to act as a language reviewer within the Transcription Unit, which involves verifying the accuracy of the interpretation to produce high-quality transcripts of Court hearings, with precision and attention to detail, while meeting the expected deadlines for the 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 of trial proceedings in the target language (English) against the digital audio recordings in the source language (French);
- edit and translate, when necessary, the transcripts to correct substantive errors or omissions detected in the interpretation, using the audio recordings in the source language;
- edit the transcripts to ensure accuracy and consistency in terminology, spelling, grammar and punctuation, following the Unit's guidelines and glossaries;
- finalize the transcripts prior to distribution to relevant parties;
- perform administrative tasks related to court files as well as for the Court Management Section as required;
- participate in team activities, including attending team meetings;
- maintain security and safeguard confidentiality of records.

3. Duration and location

The initial duration of the contract will be five months, with possibility of extension.



The usual workplace will be on the premises of the ECCC. The candidate must be available and willing to travel for this position.

4. Reporting lines and administrative support

The Language Reviewer 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, language reviewers and editorial assistants), as well as with the Court's Legal Officers, Translators, Interpreters, and Administrative Officers.

5. Qualifications and experience

- A university degree or the equivalent is required; preferably in the fields of translation, legal transcription, law, linguistics, literature or social studies;
- A minimum of five years of experience in translation, multilingual transcription, revision or edition is necessary; experience working in an international tribunal is an asset;
- Fluency in written and oral English and French is essential; 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.

6. Submission of Application

Please address the fully completed and signed application form (P.11) in English, together with a cover letter and copies of relevant supporting documents, by e-mail to unakrt-jobs@un.org. The P.11 Form has to be downloaded from the UNARKT Website.

Applications received after the deadline will not be accepted.

Preference will be given to equally qualify 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 for the test and/or an interview.

Successful candidates will be offered a consultancy contract. The remuneration will be determined based on the extent of work experience of the successful candidate.

Please note that no allowance such as DSA will be offered other than the consultancy fee for this position.

