



Vacancy number:	VA/TU/2017/04
Office:	Transcription Unit
Status:	Consultant Language Reviewer (English to French)
Duration:	2 months
Remuneration:	Based on individual outputs
Date Issued:	20 April 2017
Duty Station:	On Remote Basis
Application Deadline	27 April 2017

ANNOUNCEMENT FOR CONSULTANT LANGUAGE REVIEWER

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) supports the operation of the Extraordinary Chambers of the Courts of Cambodia (ECCC). The ECCC has been established by the Royal Government of Cambodia (RGC) to try senior leaders of Democratic Kampuchea and those most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and customs and international conventions recognized by Cambodia that were committed during the period from 17 April 1975 to 6 January 1979. The position is located within the Transcription Unit. Under the overall supervision of the Transcription Unit's Supervisor, the incumbent will perform the following duties:

1. Objectives

The reviewer will work under the direct supervision of the Head of the Transcription Unit of the ECCC. The objective of the assignment is to compare the audio of a transcript in English against another transcript in French and focusing exclusively on substantive issues, and any other substantive discrepancy encountered during the revision process.

2. Tasks and outputs

Under the direct supervision of the Head of the Transcription Unit, the incumbent will perform the following duties:

- review transcripts of trial proceedings in the target language (French) against the digital audio recordings in the source language (English);
- review transcripts of trial proceedings in the target language (French) against a revised version of the relay English transcript, to correct substantive errors or omissions detected in the interpretation of the source language (Khmer);
- edit and translate, when necessary, the transcripts to correct substantive errors or omissions detected in the interpretation;
- edit the transcripts to ensure accuracy and consistency in terminology, spelling, grammar and punctuation, following the Unit's guidelines and glossaries;
- 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 two months, with possibility of extension, subject to operational requirement. The Language Reviewer will work remotely.



4. Reporting lines and administrative support

The Language Reviewer will report directly to the Head of the Transcription Unit.

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 two 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. Remuneration/Fees

Consultancy fee will be based on individual outputs (rate of each unit of transcript reviewed). \$4,200 (\$525 per transcript) will be paid for a minimum of 8 transcripts reviewed per month subject to confirmation of quality. Any additional transcript reviewed above this minimum will be paid at \$375 per transcript subject to confirmation of quality.

7. 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.