



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

Vacancy number:	VA/IC/2011/06 (RE-ADVERTISEMENT)
Office:	Court Management Section
Status:	English Transcriber
Duration:	3 Months
Remuneration:	Consultant
Date Issued:	23 January 2011
Duty Station:	Phnom Penh - Cambodia
Deadline for receiving applications:	12 February 2012

ANNOUNCEMENT FOR AN ENGLISH TRANSCRIBER (INTERNATIONAL)

Background

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) supports the operation of the Extraordinary Chambers in 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, as well as customary international law and international conventions recognized by Cambodia committed during the period from 17 April 1975 to 6 January 1979.

Purpose and description

The position is located within the Court Management Section of UNAKRT. Under the direct supervision of the Supervisor, Transcription Unit.

1. Objectives

The objective of the assignment is to produce a high-quality transcription of court hearings in the English language with fine attention to detail while meeting the expected deadlines for both draft and filed transcript.

2. Tasks and outputs

a) The transcriber will transcribe and/or review the verbatim record of trial proceedings from digital audio recording to ensure their accuracy, by:

- verifying the speakers identification;
 - listening to the audio files, if necessary, to replace all (phonetic), (inaudible) or (unintelligible);
 - use the prepared glossary and index to standardize all difficult spellings, such as names of people or places;
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- formatting / harmonizing the transcripts.
- b) The transcriber will finalize the transcript for archiving, by:
 - making corrections as requested by the Transcription Unit supervisor;
 - for more accuracy, checking the transcript against the audio;
 - thoroughly checking names of people and places;
 - review for continuity in spelling, grammar and punctuation, including citation references;
 - polishing and creating the final version of the transcript (title page, table of content, identifications, page numbers, capitalization, quotations, confidentiality) as asked by the Transcription Unit supervisor.

Competencies:

Professionalism: Excellent typing skills with a minimum speed and accuracy of 50 words per minute. Ability to transcribe audio recordings of complex court proceedings quickly and accurately. Excellent proofreading and reviewing skills. Very good general computer skills. Excellent skills in grammar and spelling, as well as interpersonal communications.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications required:

- Experience in transcribing, reviewing or editing;
- A high school diploma; a degree in English Language, Linguistics, Literature, Translation, or any other relevant discipline is an asset;
- Fluency in both written and oral English is essential; knowledge of French and/or Khmer is an asset.

Language: The official working languages of the ECCC are Khmer, English and French. For this post, fluency in English, in writing and in speech, is essential. Working knowledge of the other working languages of the ECCC is an asset.

Candidates under serious consideration will be called for a written test and/or an interview. 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 for the test and/or an interview.

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 has to be downloaded from the UNARKT Website.

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