

CALL FOR EXPRESSIONS OF INTEREST (EOI)

**ENGLISH TRANSCRIBERS AND/OR
FRENCH TRANSCRIBERS
(Consultants)**

Reference number:	EOI/TU/2019/15
Office:	Transcription Unit (TU)
Status:	Transcribers: English and/or French
Duration:	See below
Remuneration:	See below
Date Issued:	18 November 2019
Duty Station:	Remote (home-based)
Deadline for receiving applications:	30 June 2020

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC) which is a domestic court established in accordance with Cambodian law. The ECCC has jurisdiction to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom that were committed during the period from 17 April 1975 to 6 January 1979.

UNAKRT is seeking expressions of interest from suitably qualified transcribers to assist with edition of court hearing transcripts in English or French. Successful candidates will be placed on a roster and their services will be requested on a remote basis according to the overall requirements of the ECCC.

Duties and Responsibilities

Under the direct supervision of the Supervisor of the Transcription Unit (TU), the home-based transcriber is expected to produce high-quality transcriptions of court hearings with precision and attention to detail, especially in standardizing names and places, in accordance with TU procedures. The consultant is expected to meet deadlines for the distribution of the final, edited transcript and maintain confidentiality of all records. The consultant will perform the following tasks remotely:

- Review transcripts against digital audio recordings;
- Transcribe, when necessary, a verbatim record of trial proceedings from audio recordings; and
- Edit for continuity in spelling, grammar and punctuation, including citation references within 72 hours of receipt of draft transcript.

Duration

The total period of the assignment will be contingent on judicial requirements, in particular the number of hearing days, the length of proceedings during hearing days

and the deadline for the submission of the edited transcript(s). Each transcript must be submitted within 72 hours.

Qualifications

Education: A high school diploma or equivalent is required. An additional certificate or diploma in the fields of transcription, law, linguistics, literature or secretarial studies will be considered an asset.

Experience: A minimum of 5 (five) years of experience in transcription, revision or edition is required. Experience working with computers and a good knowledge of Microsoft Word is essential. Experience working in an international or domestic tribunal, international organization or international body dealing with legal matters is desirable. Prior experience at the ECCC is an advantage.

Languages: The official working languages of the ECCC are Khmer, English and French. For English transcribers, fluency in both written and oral English is essential, with good knowledge of French. For French transcribers, fluency in both written and oral French is essential, with good knowledge of English. Knowledge of Khmer is an asset.

Remuneration

The consultant will be remunerated according to the rate of USD \$26.80 per hour spent reviewing, transcribing or editing transcripts.

The consultant is required to furnish invoices detailing work done, including the length of assigned transcript(s) and time spent reviewing, transcribing and/or editing each transcript, quantified in daily (8 hours), hourly or quarter-hourly increments.

Submission of Application

Applicants are required to submit a completed and *signed* application form (P.11) in English, together with copies of relevant supporting documents by email to unakrt-jobs@un.org.

The P.11 Form should be downloaded from the UNAKRT website. Candidates under serious consideration will be shortlisted and may be invited to complete a test. Preference will be given to equally qualified female candidates. Consultancy contracts will be offered subject to judicial needs and only for the required period(s). Due to the large volume of applications, only those candidates under serious consideration will be contacted.