

**UNA-KRT**

United Nations Assistance to the Khmer Rouge Trials

Vacancy number:	VA/IC/2014/06
Office:	Court Management Section
Status:	Khmer Transcriber
Duration:	3 Months
Remuneration:	\$1,270.25/month
Date Issued:	05 August 2014
Duty Station:	Phnom Penh - Cambodia
Deadline for receiving applications:	18 August 2014

ANNOUNCEMENT FOR KHMER TRANSCRIBER

1. Objectives

The objective of the assignment is to act as a transcriber within the Transcription Unit. General tasks are as follows: transcription and edition of Court proceedings from audio-recording in Khmer, transcription/revision of written records of interviews in Khmer, preparation and distribution of the material needed for transcription.

2. Tasks and outputs

Under overall guidance of the Chief of Court Management Section and direct supervision of the Transcription Unit Supervisor, the incumbent will perform the following duties:

- 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; using the prepared glossary and index to standardize all difficult spellings, such as names of people or places; formatting/harmonizing the transcripts;
- Finalize the transcript for archiving, by: making corrections as requested by the Editorial Assistant or the Transcription Unit Supervisor; for more accuracy, checking the transcript against the audio; thoroughly checking names of people and places; reviewing for continuity in spelling, grammar and punctuation, including citation references; polishing and creating the final version of the transcript;
- Provide assistance to the Investigation Team of the Office of the Co-Investigating Judges by: drafting (handwritten or typed) and reviewing the written records of interviews performed in the premises of the ECCC; making the appropriate requests to IT Section for the equipment needed for field missions; reviewing draft written records of interviews; submitting mission report to Supervisor;



- Prepare or update the reference material needed for transcription in Khmer: glossaries of common terms, names of people and names of places, documents and information from the Intranet, Internet, ZyLAB, and other databases;
- Maintain security and safeguard confidentiality of all transcripts of proceedings and written records of interview.

3. Timing, duration and location

The duration of the contract will be three months, with a possibility of extension subject to budget and workload. 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 Khmer 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

- A high school diploma or the equivalent is required, and additional technical training related to legal transcription, law, Khmer language, secretarial studies or Cambodian history or literature will be considered an asset;
- Experience in transcribing, reviewing or editing and excellent typing skills (minimum 30 words per minute in Khmer Unicode) is necessary; experience working in a tribunal is an asset;
- An excellent command (mother tongue) of Khmer is required, and oral communication in English or French is necessary; the knowledge of the other court language is an advantage;
- Experience in working in a computer environment (word processing, Internet) and a good knowledge of Microsoft Word is essential; knowledge of ZyLAB and/or CourtFlow is an asset.

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

This position is open for Cambodian national only.