

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest Independent Contractors English Court Reporters

Deadline Date : 16 January 2019
Issuance Date : 17 December 2018
Office : Registry, Office of the Registrar
Location : Arusha
JOB OPENING NUMBER : 2018/IRMCT/REG/IOR/006-CIC

Organizational setting and Reporting:

The CIC will be working in the Office of the Registrar of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the general supervision of the Officer in Charge, Head of Office of the Arusha Branch.

Only candidates under consideration will be contacted for an interview. The selected candidate will be offered a consultant's contract.

Responsibilities

1. Record verbatim and, in real time, proceedings of the Mechanism in the English language;
 2. Produce transcripts for hearings: Produces verbatim real-time transcripts with simultaneous editing if necessary, with a minimum accuracy rate of 95% and a regular flow, using specialised computer-aided transcription software package for instant use by participants in court hearings as a draft.
 3. Provide accurate and final edited transcripts of proceedings after the completion of the court proceedings within the turnaround time assigned by proofreading all transcripts against the audio-visual recording. By producing the finalised edited transcript, the court reporters guarantee that it accurately reflects the audio recording of the proceedings, and therefore that it constitutes an authentic record on which the Chamber and the parties will base their work. In ensuring the accuracy of the transcript, the Court Reporter will take the following steps;
 - a. Ensure that they have used the identical formatting as used by the French Court reporter;
 - b. Ensure that the pagination is correct;
 - i. Transcript pages are numbered for each new session at page 1. Cover pages will not be numbered.
 - c. Ensure that public and closed sessions are indicated correctly;
 - d. Ensure that the starting and end times are accurately recorded on the front page;
 - e. Check that the date and case number on the cover page and in the footer are correct;
 - f. Include the text "draft, uncorrected" in the header;
 - g. Check that redaction orders, if any, are accurately reflected in the transcript.
 4. Provide all hardware and software package requirements to enable the court reporters to produce judicial transcripts and broadcast transcripts real-time on the computers in the Courtroom during the proceedings;
 5. Be present and set up the necessary equipment in the courtroom before the hearing, and ensure that said equipment is in proper order and function to be used during the proceedings of the Mechanism;
 6. Respond to requests during court sessions; Read portions of the proceedings already recorded; Verify accuracy of transcripts by checking copies against original records of proceedings;
 7. Transcribe recorded proceedings in accordance with established formats;
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8. Maintain the confidentiality of the judicial proceedings and documents provided by the Mechanism, including after the termination of the contract;
9. Advise the Mechanism, as appropriate, on how to improve the efficiency of court reporting and recording technologies; and
10. Perform any other related duties as required.

Qualifications

Education: High school diploma or equivalent; Machine shorthand speed of 180 to 225 words per minute at real-time accuracy level; post- secondary specialized course in court reporting or equivalent. Certification as court reporter by successfully passing professional reporter examinations conducted by a professional body in the Court Reporter's country is essential.

Experience: At least five (5) years of progressively responsible experience in the court reporting profession, preferably in an international Tribunals. Experience in the court reporting environment, software trainings, adaptability to new electronic systems. Scoping of real-time transcript: experience as editor/scopist in a real-time environment, and in a judicial/court setting.

Language: English and French are the working languages of the IRMCT. For this position, fluency in English is required and working knowledge of French is desirable.

How to Apply

Qualified candidates who are able to work on short notice in Arusha, Tanzania, are invited to submit their application and their UN Personal History Form (PHP), to recruitment@un.org in-box quoting the Reference No. 2018/IRMCT/REG/IOR/005-P in the subject line.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**
