



International Criminal Tribunal for the former Yugoslavia

VACANCY ANNOUNCEMENT FOR FREELANCE TRANSCRIBERS/EDITORS (ENGLISH/BCS)

TRANSCRIPTION OF THE 20th ANNIVERSARY CONFERENCE OF THE ICTY

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| Vacancy Announcement number: | 2014/ICTY/REG/COM/002-C |
| Issuance Date: | 30 January 2014 |
| Deadline Date: | 05 February 2014 |

ICTY seeks qualified applicants for a short-term transcription and translation assignment to transcribe the ICTY's 20th Anniversary Conference audio recordings. ICTY can only consider applications from individuals.

Description of Assignment

The ICTY convened a two-day conference, "Marking the Twentieth Anniversary of the Tribunal", in Sarajevo on 26 and 27 November 2013. The Conference aimed to provide an opportunity for local stakeholders in the former Yugoslavia, such as officials from national judiciaries, victims, lawyers, journalists, politicians, representatives of NGOs, academics and other local and international stakeholders, as well Tribunal representatives, to engage in a dialogue about key aspects of the Tribunal's role and legacy in the region over the past two decades and in the years to come. The conference focused on a variety of topics, including: the Tribunal's overall accomplishments and the challenges it encountered, its contribution to the promotion of the rule of law in the region and the mechanisms of victim and witness protection and support in war crimes trials before national courts. The Conference was jointly sponsored by the European Union and the Governments of Switzerland, Luxembourg, the Netherlands, the Republic of Korea and the Open Society Justice Initiative.

The ICTY conducted audio recordings of the three panel discussions during the main conference day, on 27 November 2013. The audio recordings to be transcribed contain approximately 5.5 hours of audio material in English and approximately 5.5 hours of audio material in Bosnian/Croatian/Serbian (B/C/S).

Size and contents of the recorded audio material

The audio tapes to be transcribed contain a total of 11 hours of recorded material from the Conference, out of which approximately 5.5 hours are in the English Language and 5.5 hours in B/C/S.

A clean, revised and edited transcription of the entire material in both languages is required.

Objectives:

Engagement of freelance transcribers/editors for:



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- Transcription of approximately 5.5 hours of audio recording in English and 5.5 hours of audio recording in Bosnian/Croatian/Serbian;
- Correction, revision, proofreading and editing of text;
- Where deemed appropriate, provide deep editing service (re-writing service) in instances when the structure of the transcribed speech is not adequate. The re-written text is to be provided in track change format, for internal reference purposes, alongside a final clean version.
- The consultant may work together with several other consultants, in order to be able to review, edit and revise each other's material for accuracy and quality control purposes.

Duration of Consultancy

The Consultancy will have an expected duration of up to maximum five weeks.

Fee for Service

The Consultant will be paid a rate to be determined at the time of offer.

Requirements

- A minimum of 4 years of relevant experience in translation/transcription and proofreading, preferably in an international setting;
- Fluency in English and Bosnian/Croatian/Serbian;
- Knowledge of the ICTY will be considered an asset.

Other Requirements

- Adaptability to a multicultural and multilingual working environment;
- Ability to work effectively in a team, as well as independently;
- A good standard of computer literacy (especially Microsoft APPLICATIONS);
- Other important qualities are discretion, reliability, professionalism, integrity and respect for diversity.

How to Apply

Qualified candidates who are able to work on a freelance basis on short notice, are invited to submit their application and their UN Personal History Form by 05 February 2014 to recruitment@icty.org for the attention of Ms. Ruth-Anne Young, Chief, Human Resources Section, quoting the Reference No. 2014/ICTY/REG/COM/002-C in the subject line.