

## VACANCY ANNOUNCEMENT

Date of publication: 3 August 2017  
Deadline for applications: 14 September 2017  
Post title: Editorial Assistant (French mother tongue)  
Grade: GS-6  
Vacancy Announcement Number: 2017/11  
Duty Station: International Court of Justice,  
The Hague, Netherlands  
Organizational Unit: Text Processing and Reproduction Division  
Indicative minimum net  
annual remuneration: €42,607

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### **Functions**

Working under the supervision of the Head of the Text Processing and Reproduction Division, the incumbent will have the following duties:

#### ***Correction and finalization of documents in French***

- supervising the work of the French Language Section of the Text Processing and Reproduction Division;
  - checking and amending, where necessary, the layout of all documents drafted in French; proofreading and finalizing documents, ensuring in particular that titles, lists, graphics, tables, footnotes, annexes, headers and page numbers have been inserted correctly;
  - making final corrections, in accordance with the Court's existing guidelines on the preparation and presentation of texts;
  - checking the image quality of any tables, organizational charts, illustrations and sketch-maps published;
  - transmitting documents to the Reproduction Unit and Distribution Division, and to other departments and divisions as required;
  - overseeing the production of glossaries containing case-specific terminology;
  - ensuring the establishment and maintenance of close working relationships with other departments and divisions, with a view to completing publishing projects;
  - providing editorial advice and making proposals for original layouts;
  - answering questions from clients about the Court's existing practices for the preparation and presentation of texts.
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### ***Production of verbatim records of hearings***

- scanning the pleadings of counsel and advocates prior to hearings to ensure that they comply with existing rules on the presentation of texts, and checking quotations from and references to Court decisions with a view to the production and distribution of verbatim records of hearings;
- compiling and conducting a final proofread of verbatim records of hearings in the original version, on a daily basis;
- compiling and conducting a final proofread of the translated versions of verbatim records of hearings; checking the latter against the original language versions and converting documents to PDF format when considered final.

### ***Management of the French Language Section***

- keeping up to date the information required for the accomplishment of the tasks assigned to the Text Processing and Reproduction Division;
- assisting with recruitment procedures within the Division, as required;
- participating in the training of new members of staff;
- compiling monthly, quarterly and annual statistics on document production within the Division;
- providing administrative support for the management of the Division, when needed.

### **Qualifications and requirements**

#### ***Education and skills***

- completion of secondary education (high school diploma or equivalent); specialist training as a proofreader, accredited as appropriate by a diploma or a certificate, would be a significant asset;
- at least seven years of proofreading and/or editing experience; relevant experience in an international legal environment and/or within an international institution is desirable;
- excellent command of the Microsoft Office and Adobe Creative suites; sound knowledge of other desktop publishing tools, such as Illustrator and InDesign.

#### ***Competencies***

- *Professionalism*: Has excellent proofreading, editing and desktop publishing skills, and an excellent understanding of the guidelines on the preparation and presentation of texts; demonstrates ability to work under pressure, at speed, with attention to detail and absolute discretion; is able to establish and maintain productive partnerships, under the direct supervision of the Head of Division, and to remain informed about the Court's documentation system, including the electronic document management system; demonstrates ability to seek and organize information required, including for the production of statistical reports; shows pride in work and in achievements; demonstrates professional competence by being conscientious and efficient in meeting commitments, observing deadlines, taking due account

of the schedule of the Court's work, and achieving the desired results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- *Communication*: Speaks and writes clearly and effectively, listens to instructions from clients of the Text Processing and Reproduction Division so as to understand and follow them correctly; asks questions to clarify, and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping each team member informed.
- *Planning and organizing*: Identifies priority activities and assignments within the French Language Section; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- *Teamwork*: Works collaboratively with colleagues to meet quality targets for the production of the Court's French language documents; solicits input by genuinely valuing others' ideas and expertise; places team agenda before personal agenda; manages and supports team members.
- *Technological awareness*: Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology in the field of editing and document management.

### **Languages**

The incumbent must have a perfect command of French and sound knowledge of English. Knowledge of other official United Nations languages would be an asset.

### **Remuneration**

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

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**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE  
WILL NOT BE ACCEPTED.**

### **How to apply**

Applicants are requested to complete a United Nations [Personal History Form](#) (P.11) and enclose a cover letter; both documents should be saved in PDF format and sent by e-mail to the address below.

The selected candidate may be subject to a security clearance, including verification of the information provided in the application and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and of all diplomas listed on their profile when requested.

Candidates should send their application by e-mail to the Registrar of the Court, clearly indicating the vacancy announcement number.

E-mail: [\*\*recrutement-recruitment@icj-cij.org\*\*](mailto:recrutement-recruitment@icj-cij.org)

Only applications from candidates under serious consideration will be acknowledged.

The Registrar reserves the right not to appoint any candidate to the post, or to appoint one at a lower level or on the basis of a modified post description.

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