

VACANCY ANNOUNCEMENT

Date of publication:	23/11/2017
Deadline for applications	18/01/2018
Post title:	Text Processing Assistant (perfect command of French) — 2 posts
Grade:	GS-4
Vacancy Announcement Number:	2017/13
Duty Station:	The Hague, Netherlands
Organizational Unit:	Text Processing and Reproduction Division
Indicative minimum net annual remuneration:	€33,967

Functions

Under the supervision of the Head of Division, the incumbent:

- works as part of a team to format, edit, proofread and compile Court documents and pleadings (to varying degrees of complexity and confidentiality), in strict adherence to the Registry's editorial guidelines, using Microsoft Word and other software packages such as Adobe Acrobat Professional or InDesign when necessary;
- inserts corrections made by translators and revisers to Court documents; performs proofreading functions, ensuring that changes have been incorporated as marked in the draft copy and alerting the responsible authority if obvious errors or discrepancies are found in the translated text;
- prepares documents for storage in the electronic archives;
- accurately transcribes verbatim records of Court hearings, within a strict time-frame, via DAR (Digital Audio Recording); assembles and formats the transcripts of verbatim records and their translations;
- stands in for the administrative assistants of senior Registry officials, as required, when the workload of the Text Processing and Reproduction Division and the demands of the Court's schedule of work permit;
- performs other related work as necessary.

Qualifications and requirements

Education

- Completed 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.

Experience

- A minimum of three years' experience in text processing, including draft typing, copy editing, proofreading, typographical layout or related area.
- Relevant work experience within an international organization or international company is desirable. Experience in a judicial environment would be a definite asset.

Languages

- A perfect command of French and a sound practical knowledge of English is required.

Competencies

- *Professionalism*: Knowledge of editorial practices, including typographic standards; excellent command of Microsoft Office Suite and Adobe Acrobat Professional ; ability to work as part of a team in a multicultural environment is essential, as is ability to work under pressure, with attention to detail and complete discretion; 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.
- *Planning and Organizing*: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- *Teamwork*: Works collaboratively with colleagues to meet quality targets for the production of the Court's French language verbatim records and other documents; solicits input by genuinely valuing others' ideas and expertise; places team agenda before personal agenda; supports team members.
- *Technological awareness*: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Remuneration

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

**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 to write a cover letter; both documents should be saved in PDF format and sent to the e-mail 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**

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.
