



<b>Job Title and Level:</b>	Data Processing Assistant (Acholi and English) (G-4)
<b>Vacancy Announcement No:</b>	5030EE-PO
<b>Deadline for Applications:</b>	27.05.2015
<b>Organizational Unit :</b>	Language Services Unit, Services Section, Office of the Prosecutor
<b>Duty Station :</b>	The Hague
<b>Type of Appointment:</b>	
<b>Post number :</b>	
<b>Minimum Net Annual Salary (Single Rate) (EURO) :</b>	€ 33,967

#### **Contract Duration**

A roster of suitable candidates will be established for this particular profile as a result of this selection process for both fixed-term established and general temporary assistance posts.

#### **Duties & Responsibilities**

The position is located in the Language Services Unit in the Services Section of the Office of the Prosecutor (OTP). Under the supervision of the Transcription Coordinator the incumbent will perform the following duties:

- Support the investigation process and case trials through transcription and data-entry duties;
- Transcribe fast and accurately from audio or video recordings related to OTP cases and investigations;
- Quality control and finalize transcripts, providing input to the Transcription Coordinator to improve job efficiency and quality of results;
- Assist in building glossaries and contribute towards the development and updating of guidelines relevant to transcription processes;
- Perform any other duties as required.

#### **Essential Qualifications**

- Diploma of secondary education; linguistic training will be considered a strong asset;
- Minimum 4 years of relevant work experience, preferably in a linguistic environment or performing typing or transcription tasks; previous work experience in a legal environment is desirable;
- Excellent listening and comprehension skills as well as demonstrable skill of applying attention to detail with data and information accuracy;
- Good skills in working with electronic data management systems with demonstrable proficiency in touch-typing skills on relevant keyboards;
- Proved ability to maintain confidentiality. Prior experience in working with highly confidential information would be a strong asset;
- Strong organizational skills and ability to work within strict deadlines and under stress conditions;
- Ability to communicate effectively and work collaboratively;
- Ability to work in a multi-cultural environment with sensitivity and with respect for diversity;
- Professional and personal integrity.



## KNOWLEDGE OF LANGUAGES

Proficiency in Acholi and at least a near-native command of English is essential. Working knowledge of French or another situation language may be considered an asset.

### ICC Core Competencies:

#### Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

#### Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems.

#### Teamwork

- Listens, consults others and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others.

#### Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

#### Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

#### Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

#### Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;



- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

### General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and all diplomas listed on their profile when requested;
- Applicants may check the status of vacancies on ICC E-Recruitment web-site;
- Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;
- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
- Applications from female candidates are particularly encouraged;
- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;
- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- The ICC is willing to apply the 'Inter-Organisation Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances' or 'the Inter-Organisation Mobility Accord' on a reciprocal basis.