VACANCY ANNOUNCEMENT

The International Tribunal for the Law of the Sea, an international court with its seat in Hamburg, Germany, has the following vacancy:

Linguistic Assistant / Judiciary Support (G-6)

Functions: Under the supervision of the Head of Linguistic Services the main tasks of the incumbent include:

Linguistic Assistant:
- Receiving, processing, and monitoring production of documents (e.g., case and session documents), correspondence, reports, etc., registering requests for translation, locating and including reference and background material for translators and interpreters, carrying out research on demand, clarifying deadlines with originator, and forwarding to translators.
- Formatting and arranging layout of translated text in accordance with Tribunal standards, checking grammar and spelling, verifying references, quotations, etc., transmitting material for clearance and track/record changes, making corrections to other language versions.
- Contributing to the development of standards for the presentation of ITLOS documents and to glossaries and terminology related to ITLOS subject matter, collecting/compiling models, dictionaries, etc.
- Establishing and maintaining files of official and other documents for reference and archival purposes; producing bi-texts of documents to be indexed for future reference (DtSearch).
- Arranging for the translation of documents by freelance translators, confirming availability.
- Liaising closely with the French verbatim reporters during cases and oral proceedings; providing administrative and technical assistance to the verbatim team.

Judiciary Support:
- Providing administrative and secretarial support to judges during cases and sessions (collecting background and information material, drafting correspondence, and making administrative arrangements for travel, accommodation, etc.)

Qualifications and Experience: Completed secondary education; 7 years of relevant work experience; perfect knowledge of French (preferably native speaker) with very good knowledge of English; working knowledge of German would be highly desirable; excellent computer skills (Word, Excel, Outlook).

The Tribunal reserves the right to appoint a candidate at one level below the advertised post.

Appointment to this post is on a local recruitment basis.

Remuneration: An initial two-year fixed-term contract, attractive tax-free salary with United Nations benefits and allowances. Applications should be sent to: Head of Personnel, International Tribunal for the Law of the Sea, Am Internationalen Seegerichtshof 1, 22609 Hamburg, Germany, personnel@itlos.org The completed ITLOS personal history form (P11) should be received by the Tribunal no later than 31 January 2020. Only short-listed applicants will be contacted. The P11 form can be found on the Tribunal’s website at www.itlos.org