

Public Announcement on the Competition for “Linguistic Advisory Services”

15 January, 2021

Research and Training Institute of the Ministry of Justice

The International Affairs Division of the Minister's Secretariat of the Ministry of Justice (hereinafter referred to as the "International Affairs Division"), the Litigation Bureau of the Ministry of Justice (hereinafter referred to as the “Litigation Bureau”) and the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (hereinafter referred to as "UNAFEI") are holding a competition for “Linguistic Advisory Services” as indicated below in order to select an individual who is most suitable for the services requested.

1. This competition is to select an individual who is most suitable to provide linguistic advisory services at the International Affairs Division, Litigation Bureau and UNAFEI.

The selection will be based on an evaluation of documents submitted by the competitors. Specific instructions for formulating the documents will be provided at the Briefing mentioned in point 5 below.

2. Principal Services

The required principal services are listed below.

(1) The International Affairs Division

(a) Drafting, proofreading and linguistic advice concerning English writing used in reports and correspondences to be sent to the United Nations and other international organizations;

(b) Drafting, proofreading and linguistic advice concerning English writing used in correspondence and arrangements with foreign government agencies and research institutions;

(c) Drafting, proofreading and linguistic advice concerning English writing used in materials submitted to, and speeches made at, international conferences;

(d) Drafting, proofreading, editing and linguistic advice concerning English writing used on webpages of the Ministry of Justice;

(e) Drafting, proofreading and linguistic advice concerning English writing used in reports concerning conferences attended by the International Affairs Division (including the attendance at such conferences);

(f) Drafting, proofreading and linguistic advice concerning English writing used in public relations materials of the Ministry of Justice;

(g) Drafting, proofreading and linguistic advice concerning English writing used in such other documents as the Director of the International Affairs Division may designate.

(2) The Litigation Bureau

Drafting, proofreading and linguistic advice concerning English writing used in documents pertaining to international litigation etc.

(3) UNAFEI

(a) Drafting, proofreading and linguistic advice concerning English writing used in reports and correspondence sent to the United Nations;

(b) Drafting, proofreading and linguistic advice concerning English writing used in replies to inquiries from foreign government agencies, research institutes, etc.;

(c) Drafting, proofreading and linguistic advice concerning English writing used in inquiries to be sent to foreign government agencies etc.;

(d) Drafting, proofreading and linguistic advice concerning English writing used in materials to be presented to international conferences and reports on the conference proceedings;

(e) Drafting, proofreading, editing and linguistic advice concerning English writing used in the Resource Material Series and Newsletters published by UNAFEI, and UNAFEI's English Website;

(f) Drafting, proofreading and linguistic advice concerning English writing used for training courses and seminars conducted by UNAFEI;

(g) Attendance at, and drafting, proofreading and linguistic advice concerning English writing and speaking used in, the conferences conducted or attended by UNAFEI;

(h) Drafting, proofreading and linguistic advice concerning English writing used in other documents, and presentations or statements in English when such service is sought by the Director of UNAFEI.

3. Contents of Documents

Plans on how the applicant intends to provide linguistic advice in order to effectively execute the services listed in point 2 above referring to the instructions provided at the Briefing mentioned in point 5 below (all documents should be written in English).

4. Eligibility

Applicants shall meet all requirements below:

- (1) do not come under Article 70 of the Cabinet Order concerning the Budget, Auditing and Accounting;
- (2) do not come under Article 71 of the Cabinet Order concerning the Budget, Auditing and Accounting;
- (3) agree that he/she will not disclose the information known to him/her through the provision of the Linguistic Advisory Services, even after completion of the Services;
- (4) be a native speaker of English;
- (5) applicants must be either Japanese citizens or lawful residents of Japan;
- (6) have a bachelor's degree in law, be qualified to practice law or criminal justice, or have equivalent abilities;
- (7) be able to attend the briefing on the competition procedures and 1st selection procedure, mentioned in point 5 below, and submit the editing test for the 1st selection procedure;
- (8) be able to work at a place designated by UNAFEI (at UNAFEI, in principle, but work may be required outside of UNAFEI on occasion, or remote working may be allowed on agreement between both parties), basically on all weekdays for 7 hours 45 minutes between 8:30 a.m. and 6:15 p.m. (It is not necessary to be engaged in duty from noon to 1:00 pm, in principle, except 20 days which both parties agree on) from 1 April 2021 to 31 March 2022;

5. The Briefing on the Competition Procedures and the 1st Selection Procedure (examination)

Date: Monday, 8 February 2021, 5:00 p.m.

Place: 2-1-18, Mokuseinomori, Akishima, Tokyo 196-8570

United Nations Training Cooperation Department

Research and Training Institute of the Ministry of Justice

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)

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Content:

- (1) The briefing
 - (a) Distribution and explanation of relevant documents;
 - (b) Explanation on eligibility requirements etc.;
 - (c) Confirmation of schedule etc.
- (2) The 1st Selection (examination)

Editing Test (proofreading of English documents prepared by UNAFEI on this day).

(3) Notes:

(a) The 1st Selection is conducted based on evaluation of the editing test (examination) mentioned above in point 5(1), qualifications and plans submitted. Individual interviews are conducted as the 2nd Selection among those who passed the 1st Selection;

(b) Those who would like to participate in the competition procedures are required to be present at the Briefing and the 1st Selection (examination);

(c) Those who would like to be present at the Briefing and the 1st Selection (examination) should submit an application form and curriculum vitae to the address mentioned above in point 5 by Friday, 5 February, 2021, by mail or facsimile (042-500-5195). (In case of facsimile, be sure to confirm the receipt by phone call.)

6. Submission of the Plans etc.:

(1) Deadline: Monday, 15 February 2021, 5:00 p.m.;

(2) Submit to the address mentioned above in 5;

(3) Submit to the person in charge in person or by mail (In case of submitting by mail, be sure to write "This envelope contains documents on the competition for linguistic advisory services" in red and send by the deadline by means in which the person in charge can track the date of dispatch, e.g. registered mail) or by e-mail [unafei@i.moj.go.jp] (In case of e-mail, be sure to confirm the receipt by phone call).