

<b>Position:</b> Record Keeper (Document Translation Management)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. number:</b> 051	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Record Keeper (Document Translation Management) reports to the Head of Court Management Unit.

### Main Tasks and Responsibilities:

- To receive, file and disseminate official court records both electronically and in hardcopy, if so instructed;
- To ensure the availability, integrity and confidentiality of the court records in accordance with the established rules, practices and procedures;
- To maintain relevant statistics on the processed court records;
- To process judicial correspondence in accordance with the defined procedures;
- To maintain the organization of the case file and correspondence file in the Court;
- To manage the database in the electronic court management system and to organize other files, as instructed;
- To receive, process and register translation requests;
- To verify translation requests against databases containing translations and translation requests;
- To assign levels of priority to translation requests, in accordance with the procedures of the Registry;
- To liaise with the Language Services Unit and other parties in relation to translation requests;
- To receive and register translations in accordance with the established rules, practices and procedures;
- To provide user trainings for the electronic court management system;
- To process access management requests for new users to the electronic court management system;
- To respond to external (Chambers, parties and/or other Registry sections) queries for information in relation to the processing of court records and judicial correspondence;
- To keep abreast of new or amended relevant rules and regulations;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma  
AND
- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- A minimum two (2) years of experience working in a similar position in an international organization or hybrid or national court;
- Knowledge of policies, procedures and practices related to the management of the judicial records;
- Excellent drafting and communication skills in English, both written and oral;

- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proficiency in editing text and lay-out;
- Proven ability and flexibility in working effectively in meeting deadlines and working under pressure;
- Tact, discretion and respect for confidentiality;
- Ability to plan and organize conflicting priorities, maintaining accuracy and to work independently or with minimal supervision;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of other official languages of the Specialist Chambers (Albanian/Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.