

<b>Position:</b> Language/Administrative Assistant (Albanian/Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. number:</b> 060	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/Defence Office	<b>Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

Language/Administrative Assistant (Albanian/Serbian) reports to the Head of Defence Office.

### Main Tasks and Responsibilities:

- To provide administrative assistance, program planning and logistical support to the staff of the Defence Office;
- To handle independently verbal and written enquires from internal and external parties;
- To ensure an efficient coordination between the various units of the Kosovo Specialist Chambers and the Defence Office;
- To create and maintain the databases for the Defence Office, to draft and revise the internal documents and their templates;
- To maintain the filing system (both in hardcopy and electronic) and to prepare the records for archiving;
- To ensure that the internal policies are implemented consistently and coherently;
- To translate documents from and into Albanian or Serbian and English;
- To provide consecutive interpretation as needed;
- 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 one (1) year of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- Fluency in oral and written English;
- Excellent command of Albanian and Serbian;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access);
- Excellent interpersonal and communication skills;
- Very good organisational skills and ability to prioritise and manage a high workload on occasions;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

### Desirable

- Prior experience in a similar position in an international organisation or a hybrid court;

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.