

Position: Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-1	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Albanian and English, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To assist with orientation of new staff or freelance interpreters;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by junior interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material for consideration of senior staff members;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;
- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organisational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

