Reporting Line:

The Reviser reports to the Head of Language Services Unit (LSU) or other senior LSU staff.

Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from English into Serbian;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Kosovo Specialist Chambers terminology and usage, and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To produce and maintain a Serbian/English style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- 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 ten (10) 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, Translation or other related university studies;
• At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
• Perfect command of Serbian and excellent knowledge of English;
• Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
• Knowledge of computer-assisted translation and terminology systems;
• Excellent organizational, interpersonal and communication (both verbal and written) skills;
• Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
• Ability to prioritize and manage a high workload while complying with deadlines;
• Ability to work effectively and accurately under pressure;
• Ability to act with utmost discretion and maintain confidentiality;
• Ability to lead a translation team working to deadlines;
• Ability to provide guidance and coaching and to improve staff motivation;
• Ability to establish and maintain effective and constructive working relationships with people of different national 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 other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian);
• Substantial 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.

Additional Information:
• Applicants may be required to sit a competitive revision and translation test.