

Position: Reference and Terminology Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 069	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 Reference and Terminology Assistant 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 staff and freelance linguists with timely and complete reference material for their assignments;
- To contribute and assist in maintaining and optimizing the Unit's electronic translation memory, terminology database and document management system;
- To carry out documentary and linguistic research and identify relevant background material and appropriate terminology;
- To feed terminological entries and texts into the terminology and document databases;
- To produce glossaries;
- To assist with ad hoc terminological research and reference queries;
- To undertake the alignment of multilingual versions of documents;
- To participate in testing and installation of computer-assisted terminology software and related tools;
- 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 five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- A minimum of five (5) years of relevant experience in the field of terminology and reference in an international organization, preferably in a judicial or legal environment;
- Proficiency in using information technology, e.g. search engines, document and terminology management databases, MS Office applications;
- Excellent knowledge of English and Albanian or Serbian is required;
- Excellent interpersonal and communication skills;
- Ability to perform relevant terminological and documentary research and to update a terminology bank meticulously, to create glossaries and retrieve material rapidly;
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to work productively in a fast-paced, team-oriented environment, and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- 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 technical test.