

Position: Language and Administrative Assistant (Albanian/Serbian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 071-1	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 Language and Administrative Assistant (Albanian/Serbian) 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 perform administrative tasks related to provision of in-house and external translation services, including assigning translation tasks, timely delivery to clients, assisting with compiling accurate statistical and other reports;
- To assist with administrative tasks related to provision of interpretation and recruitment of freelance interpreters, programming of assignments and preparation of material needed by interpreters;
- To coordinate consecutive and field interpretation assignments while adhering to guidelines regarding security and confidentiality issues, financial and other considerations;
- To provide draft translation of documents from and into Albanian or Serbian and English, respecting deadlines and adhering to in-house terminology and style guides;
- To assist with post-production of translated material;
- To assist in referencing of documents and conducting research for translators and interpreters upon request;
- To organise language tests of prospective contractors (contact candidates, explain testing procedures, administer tests and ensure timely evaluations);
- To assist in the project management of external translation services by coordinating timely actions to be taken in regard to the renewal of contracts of LSU language services providers and initiation of the new procurement tenders;
- To process submitted timesheets of contractors checking compliance with the related contracts and other policies and procedures, including necessary update of the respective databases/systems and physical files;
- To maintain and create, as required, internal spread-sheets and databases needed to monitor the Unit's performance;
- To provide accurate and timely information to the Head of LSU on budget, finance, procurement and implementation of work plan;
- To provide other language and administrative support to the LSU as required.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.
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- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Minimum of five (5) years of experience in language services and document management, preferably in an international organization or international court;

- Excellent knowledge of English and Albanian or Serbian is required;
- Experience in handling highly sensitive, confidential information;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment;
- Excellent interpersonal and communication skills;
- 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

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

Additional information

- Applicants may be required to sit a technical test.