

Position: Language 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 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 free-lance interpreters, programming of assignments and preparation of material needed by interpreters;
- 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 provide consecutive interpretation as needed;
- To assist with post-production of translated material;
- To assist in referencing of documents and conducting research for translators and interpreters upon request;
- To identify new terminological material for consideration of senior staff members, and assist in updating and maintaining the LSU terminology database;
- To provide other administrative support to the LSU, as required;
- 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 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;
- 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 act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment.

Desirable

- Knowledge of all three official languages of the institution (English, Albanian and Serbian) is an 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.

Additional information

- Applicants may be required to sit a technical test.