

Position: Language/Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 075	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language/Administrative Assistant reports to the Deputy Head of Detention Management Unit.

Main Tasks and Responsibilities:

- To provide consecutive interpretation services to the Detention Management Unit;
- To assist monitoring compliance with the Rules of Detention and to report any irregularities to the Head of Detention Management Unit;
- To translate all documents for Detention Management Unit officials or other members of the Specialist Chambers and Registry;
- To select relevant gathered information from interactions and to report to the Head of Detention Management Unit on a regular basis;
- To create a filing system with separate files for each detainee containing relevant information;
- To assist in preparing confidential and public correspondence and reports for the Detention Management;
- To distribute reviews and evaluate statistical performance data, including material for annual reports, budgetary questions, performance evaluations, etc.;
- To contribute to the review, interpretation and evaluation of administrative procedures, protocols and rules;
- To advise on and prepare new guidelines, to design new and amend present administrative systems;
- To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

- After having fulfilled the education requirements, a minimum of five (5) years of relevant professional experience.

Specification of Education and Experience

- Previous experience working in an international organisation or hybrid court;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and lay-outing;
- Fluency in oral and written English and Albanian;
- Excellent interpersonal and communication skills in English, both written and oral;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with a minimum supervision;
- Ability to prioritise and manage a high workload on occasions;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Knowledge of detention policies, procedures and practices;
- Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
- 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.