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| Position Name: Deputy Head of Language Services Unit | Employment Regime: Seconded/Contracted | Post Category for Contracted: Management Level ML-1 |
| Reference number: 172 | Location: The Hague, the Netherlands | Availability: ASAP |
| Component/Department/Unit Kosovo Specialist Chambers/Judicial Services Division/Languages Services Unit | Level of Security Clearance: EU SECRET or equivalent | Open to Contributing Third States: Yes |

Reporting Line:

The Deputy Head of Language Services Unit reports to the Head of Language Services (LSU).

Main Tasks and Responsibilities:

- To deputise for and carry out the duties and responsibilities of the Head of LSU, as required;
- To assist the Head of LSU and provide advice on planning, organizing and managing the work of the Unit;
- To recommend action to the Head of LSU on personnel, budgetary, procedural and other matters relating to the efficient operations of the language service;
- To assist the Head of LSU in preparation and review of the LSU budget proposals, as well as in the management and implementation of the approved budget;
- To assist the Head of LSU in formulating instructions and guidelines governing the work of translators, revisers and interpreters and oversee their implementation, as required;
- To supervise and manage the LSU staff and contractors, as required, and to promote the best utilization of their skills and experience;
- Depending on specific qualifications and previous experience, to perform the duties of senior interpreter and/or reviser in his/her working languages; to make authoritative linguistic determinations and to direct the conduct of terminological and referencing research, as required;
- To assist the Head of LSU in organising the testing of candidates for employment, including prospective freelance and contractual translators, interpreters and revisers, and make recommendations for selection;
- To draft necessary terms of reference and other technical requirements (reflecting industry standards) for framework contracts for language services, as required, in cooperation with the Procurement Unit;
- To represent LSU in internal and external meetings of the organisation and to liaise with other units, as required, in order to optimise coordination within the organization;
- To establish and maintain contacts with corresponding institutions and professional organisations, as required, with a view to adopting best practices and developing good cooperation;
- To undertake any other related tasks as required by 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, out of which a minimum of three (3) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Law, Interpretation and/or Translation Studies or other related university studies;
- A minimum of three (3) years of management experience in an international organisation or international or hybrid court;
- A minimum of seven (7) years of conference interpretation or translation experience, preferably in the context of an international organisation or international or hybrid court;
- Experience in organising the provision of language services, recruiting and managing freelance interpreters and/or translators;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationship with people from different national and cultural backgrounds with respect for diversity.

Desirable

- Knowledge of established practices and recent developments in language services in the EU context;
- 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.