

<b>Position:</b> Language Services Officer (Team Leader)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 520	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 01 April 2019
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Language Services Officer (Team Leader) reports to the Deputy Specialist Prosecutor through the Senior Legal Advisor.

### Main Tasks and Responsibilities:

- To provide supervision and management of the staff of the Specialist Prosecutor's Office (SPO) Language Support Team, in providing high quality interpretation/translation and language assistance to the SPO operational staff in fulfilment of the SPO mandate;
- In consultation with the Trial Teams and Legal Advisory Team, to prioritise and assign tasks to the SPO language staff or external agencies/consultants, as appropriate, acting as a Task Manager for all the external language support;
- To implement document and task tracking protocols to deliver translations to the requested level of revision on time and to the required international criminal justice standards;
- To carry out document revision into the mother tongue and to undertake specific translation or interpretation assignments, as needed;
- To implement, maintain and ensure compliance with the translation protocols and procedures adopted by the SPO and the Specialist Chambers and Registry (SCR);
- To coordinate closely with the SCR Language Services Unit on behalf of the SPO;
- To assist in the procurement and contract management of consultants, agencies or institutions providing external language support;
- To ensure continuous translation and interpretation support in the SPO operations and field missions;
- To undertake any other related tasks as requested by the 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 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: Translation, Terminology, Social Sciences or other related university studies;
- A minimum of ten (10) years of experience as an Interpreter/Translator or Reviser, of which at least three (3) years in an international criminal or hybrid tribunal or international organisation missions;
- Proven progressive experience in supervising and managing teams providing language services;
- Experience in managing contracts for the provision of language support services;
- Knowledge of legal terminology, including criminal and/or civil law;

- Professional proficiency in English, Albanian and/or Serbian;
- Demonstrated sound judgement;
- 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

- Accredited Translator/Interpreter;
- Experience in the use of the Albanian and/or Serbian languages in Albanian or Serbian speaking areas;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Albania and Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.