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| <b>Position:</b><br>Interpreter/Translator (English/Albanian)  | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Management Level ML-2   |
| <b>Ref. number:</b><br>522   | <b>Location:</b><br>The Hague, the Netherlands              | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Specialist Prosecutor's Office/<br>Division of Prosecution and<br>Investigation/Disclosure and Evidence<br>Unit/Language Support Team | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing Third States:</b><br>Yes |

### Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Adviser through the Language Support Services Coordinator (SPO).

### Main Tasks and Responsibilities:

- To provide high quality translation from Albanian into English, and vice versa, of documents and written materials in all stages of the investigations and of the proceedings;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Albanian into English, and vice versa, during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Albanian language sources, necessary to the investigation and proceedings conducted by the SPO;
- To carry out in summarising, reviewing, evaluating and cataloguing Albanian language material relevant to the SPO's investigations and proceedings;
- To support the staff members regarding cultural norms and expectations to facilitate interactions in Albanian speaking communities;
- To provide other necessary logistical support to the team members for field missions, where Albanian/Serbian is used as a means of communication;
- 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Social Sciences or other related university studies;
- A minimum of seven (7) 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;
- Knowledge of legal terminology, including criminal and/or civil law;
- Excellent interpersonal and communication skills in English, both written and oral, and professional proficiency in English and Albanian;
- Very good judgement skills;
- Tact, accuracy and discretion in handling sensitive and confidential information;

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation.