

Position: Assistant Interpreter/Translator (English/Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-4
Ref. number: 559	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/Division of Prosecution and Investigation/ Disclosure and Evidence Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Assistant 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 proceedings;
- To provide simultaneous and consecutive interpretation from Albanian into English, and vice versa, for the Specialist Prosecutor's Office (SPO);
- To carry out research tasks involving Albanian language sources, necessary to the investigations and proceedings conducted by the SPO;
- To summarise, review, evaluate and catalogue the material in Albanian language relevant to the SPO's activities;
- 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 staff members in terms of field missions, where Albanian is used as a means of communication;
- To contribute to the use and upkeep of language and related databases in the Language Support Team;
- To support the Language Services Coordinator with tasks associated with contract management, as required;
- 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 one (1) year 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: Languages, Translation, Social Sciences or other related university studies;
- A minimum of one (1) year of experience providing interpretation/translation services, or other related language work, from/to Albanian;
- Knowledge of legal terminology, including criminal law;
- Excellent interpersonal and communication skills;
- Professional proficiency in English and Albanian, both written and oral;

- Very good judgement skills, especially when supporting the SPO staff in the field;
- 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;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- 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;
- Ability to translate/interpret in other languages of interest to the SPO;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.