

Position: Associate Interpreter/Translator (Albanian and Serbian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 563	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 Associate Interpreter/Translator (Albanian and Serbian) reports to the Language Support Services Coordinator (SPO).

Main Tasks and Responsibilities:

- To provide the first level translation from Serbian and Albanian into English, and vice versa;
- To review documents in Serbian and Albanian and prepare as required for disclosure and/or other evidentiary requirements;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Serbian and Albanian into English, and vice versa, during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Serbian and Albanian language sources necessary to the investigations and proceedings conducted by the SPO;
- To summarise, review, evaluate and catalogue Serbian and Albanian language material relevant to the SPO's investigations and proceedings;
- To support staff members regarding cultural norms and expectations to facilitate interactions in Serbian and Albanian-speaking communities;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
AND
- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- At least three (3) years of relevant work experience in an international criminal or hybrid tribunal, or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Professional proficiency in English, Serbian and Albanian.
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to maintain effective, 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 and/or experience with linguistic work in a judicial setting;

- Good understanding of the political, cultural and security situation of the Balkans, in particular Albania and Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.