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| Position: Intern within the Language Services Unit | Employment Regime: Internship | |
| Ref. number: I-2021-00012 | Location: The Hague, the Netherlands | Availability: 21 March 2022 |
| Component/Department/Unit: Kosovo Specialist Chambers/Judicial Services Division/Language Services Unit | Security Clearance Level: No Personnel Security Clearance is needed - Police record required | Open to Contributing Third States: Yes |

Reporting Line:

The Intern reports to the Head of Language Services Unit.

Main Tasks and Responsibilities:

- To assist in conducting documentary and linguistic research and providing reference material for translators and interpreters;
- To assist with *ad hoc* terminological research and reference queries;
- To assist in updating the Language Services Unit electronic translation memory, terminology database and document management system;
- To conduct proofreading and assist with post-production of translated material;
- To assist in preparing the material needed by interpreters for court hearings;
- To assist in the compilation of data and production of statistical reports on Language Services Unit output;
- To produce draft translations and transcriptions;
- To provide ad hoc language assistance such as liaison interpreting;
- To perform any other related tasks as requested by the supervisor.

Essential Qualifications and Experience:

- An undergraduate or postgraduate, who is currently enrolled at University or has recently graduated from University, or a professional who has graduated from University and will use the experience of the internship for further studies or research/writing in an area related to the work of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- The field of studies should be Modern Languages, Interpretation or Translation Studies, Law or any other related area;
- Excellent communication skills, coupled with a high-level of proficiency in oral and written Albanian and English;
- Excellent drafting skills and ability to structure written materials effectively;
- Self-motivated and committed to continuous learning;
- Flexible, well-organised, and able to multi-task and adapt to changing priorities;
- Proficient in Microsoft Office applications;
- Ability to adapt to multicultural and multilingual working environments.

Desirable Qualifications and Experience:

- International experience;
- Knowledge of Serbian;
- Good knowledge of information technology;
- Experience in the use of CAT tools;
- Knowledge of the functioning of the EU;

- Good understanding of the political, legal, cultural and security situation of the Balkans, in particular Kosovo.