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| **Amendment 2 to Annex 1** | | | |
| **Kosovo Specialist Chambers and Specialist Prosecutor's Office**  **Amendment 2 of the Extraordinary Call for Contributions 5-2019**  Requirements and Job Descriptions | | | |
| **Organisation:** | | **Kosovo Specialist Chambers and Specialist Prosecutor's Office** | |
| **Job Location:** | | **The Hague, the Netherlands** | |
| **Employment Regime:** | | **As indicated below** | |

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| **Job Titles/Vacancy Notice:** | | **Ref.:** | **Name of the Position** | **Availability** |
| **Seconded/Contracted** | | |
| 062 | Language/Administrative Assistant | ASAP |
| 065-2 | Senior Court Interpreter (Albanian) | ASAP |
| 066-1  pending | Court Interpreter (Albanian) | ASAP |
| 066-2  pending | Court Interpreter (Serbian) | ASAP |
| 068-1  pending | Translator (Serbian) | ASAP |
| 068-2  pending | Translator (Albanian) | ASAP |
| 069 | Reference and Terminology Assistant | ASAP |
| 075  2 positions | Language/Administrative Assistant | ASAP |
| 083 | Operations Assistant | ASAP |
| 114  pending | Software System Support | ASAP |
| 512 | Communication and Information Systems (CIS) Officer | ASAP |
| 520 | Language Services Officer (Team Leader) | ASAP |
| 521 | Reviser (English) | ASAP |
| 522  (2 positions)  pending | Interpreter/Translator (Eng/Alb) | ASAP |
| 539 | Legal Officer | ASAP |
| **Deadline for Applications:** | **7 February 2020 at 17:00 hours (Brussels time)** | | |
| **E-mail Address to send the Job Application Form to:** | **For seconded candidates:**  Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority**. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account**. **Furthermore, only one application per candidate will be accepted**. Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:  Civilian Planning and Conduct Capability (CPCC)  [**schr@eeas.europa.eu**](mailto:schr@eeas.europa.eu)  **For contracted candidates:**  Interested candidates, who wish to apply for vacancies open to contracted candidates, as indicated in the job descriptions, should use the standard application form (Annex 2). **Only one application form with no more than 3 priorities per candidate will be accepted**. Contracted candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:  Kosovo Specialist Chambers and Specialist Prosecutor’s Office  [**applications@scp-ks.org**](mailto:applications@scp-ks.org) | | |
| **Information:** | For questions from the National Authorities please contact the  Civilian Planning and Conduct Capability (CPCC)  **Mr Andre Konze**  [Andre.Konze@eeas.europa.eu](mailto:Andre.Konze@eeas.europa.eu)  For questions from individual applicants, please contact the  Kosovo Specialist Chambers and Specialist Prosecutor’s Office  [**recruitment@scp-ks.org**](mailto:recruitment@scp-ks.org) | | |

**Pending - Availability of this position is conditional on an on-going recruitment process.**

**Seconded Personnel** – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from the Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Kosovo Specialist Chambers and Specialist Prosecutor’s Office may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Kosovo Specialist Chambers and Specialist Prosecutor’s Office establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty Period** – Subject to the adoption of another Council Decision extending the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be 12 months.

The Civilian Operations Commander requests that the Contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below.

1. **GENERAL CONDITIONS**

**Citizenship –** The candidates must haveCitizenship of an EU Member State or of a Contributing Third State.

**Integrity –** The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities. They shall carry out their duties and act in the interest of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Flexibility** **and Adaptability** – The candidates must be able to work with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition, and be able to cope with extended separation from family and usual environment.

**Availability –** The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, as required by the Registrar and the Specialist Prosecutor.

**Physical and Mental Health –** The candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance. To ensure duty of care, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

1. **REQUIREMENTS**
2. **Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

1. **Education and Training**

The candidates should have a recognized academic qualification under the European Qualifications Framework (EQF)[[1]](#footnote-1), or equivalent, at the level specified in the individual Job Descriptions.

1. **Knowledge**

The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

1. **Skills and Abilities**

**Language Skills**[[2]](#footnote-2)– Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. Certain positions may require higher language skills further specified in the individual Job Descriptions. In order to provide for national representation

at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, certain (ordinarily internal) positions at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may accept proficiency in a language other than the majority language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Communication and Interpersonal Skills –** The candidates must have excellent interpersonal and communication skills, both written and oral.

**Organizational Skills** – The candidates must have excellent organizational skills, with the ability to prioritize work to meet deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

1. **Desirable Requirements**

**Knowledge of the Balkans Area** – The candidates should have good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

**Language** – Some proficiency in Albanian and/or Serbian, depending on the job tasks and responsibilities.

1. **ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport –** The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or a Diplomatic Passport should be issued.

**Visas** – Contributing Third States and selected candidates must ensure that visas are obtained for entry into the Netherlands prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Netherlands.

**Education diplomas(s)/certificate(s) or/and professional certificate(s)** – The selected international contracted candidates must have and present to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office the university diploma or the professional certificate/diploma, depending on the Job Description, before signing the contract or taking up duties.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective Job Descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Kosovo Specialist Chambers and Specialist Prosecutor’s Office upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

1. **ADDITIONAL INFORMATION**

**Gender Balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form   
(Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels/The Hague or by audio/video Skype/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may contact you for clarifications and follow-ups. If seconded candidates are required to travel to Brussels/The Hague for interviews, the Contributing States will bear any related costs.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Data Protection**

The EEAS, and its directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement on meetings and events is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, please refer to their website.

**Job Descriptions**

The current reporting lines of the following Job Descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

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| **Position:**  Language/Administrative Assistant  (Albanian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-4 |
| **Ref. number:**  062 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Judicial Services Division/  Victims Participation Office | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Language/Administrative Assistant reports to the Head of the Victims’ Participation Office.

**Main Tasks and Responsibilities:**

* To manage, monitor and maintain records within the victims’ application database and prepare statistical data as required;
* To translate victims’ application forms and any accompanying documents into English;
* To check the application forms for completeness;
* To analyse the victims’ application forms under the supervision of the Associate Legal Officer;
* To provide draft translation of documents into English;
* To provide consecutive interpretation in all communications with victims and any other stakeholders, as required;
* To maintain direct contact with victims and victim’s applicants, as required;
* 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 one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

* Fluency in verbal and written English;
* Good command of Albanian, both verbal and written;
* Knowledge of general office and administrative support, including administrative policies, processes and procedures;
* Excellent computer skills in MS Office applications (Word, Excel, PowerPoint; Access and Databases);
* Excellent interpersonal and communication skills in English, both verbal and written;
* Willingness to travel to Kosovo, Serbia and other places, as required;
* Good analytical and problem-solving skills;
* Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
* Tact, accuracy and discretion in handling of sensitive and confidential information;
* Ability to work independently with minimum supervision;
* Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
* Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Experience in a similar position in an international, national or a hybrid court system;
* Experience working with possibly traumatized and vulnerable victims of serious and/or international crimes;
* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office (Serbian);
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| **Position:**  Senior Court Interpreter (Albanian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  065-2 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Senior Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

**Main Tasks and Responsibilities:**

* To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into English and Albanian, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
* To keep abreast of the Kosovo Specialist Chambers’ case law, developments in the field of international criminal law and international humanitarian law;
* To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
* To act as interpretation team leader, when necessary;
* To instruct and advise junior or freelance interpreters;
* To assist in planning, development and implementation of training programmes;
* To assist with programming of assignments, as necessary;
* To assist with reviewing transcripts of interpretation and preparing corrections in the event of substantive errors;
* To assist in quality control of interpretation provided by staff and freelance interpreters;
* To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
* To strive for consistency with reference texts and with the output of staff translators;
* To translate using the in-house computer-assisted translation and terminology software;
* To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
* To identify new terminological material;
* 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.

Specification of Education and Experience

* The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;
* A minimum of seven (7) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
* Native command of Albanian and excellent knowledge of English is required;
* Excellent organizational, interpersonal and communication skills (both written and verbal);
* Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
* Ability to prioritize and manage a high workload while complying with deadlines;
* Ability to act with utmost discretion and maintain confidentiality;
* Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
* Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

* Applicants may be required to sit a competitive interpretation and translation test.

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| **Position:**  Court Interpreter (Albanian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  066-1 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

**Main Tasks and Responsibilities:**

* To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Albanian and English, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
* To keep abreast of the Kosovo Specialist Chambers’ case law, developments in the field of international criminal law and international humanitarian law;
* To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
* To act as interpretation team leader when necessary;
* To assist with orientation of new staff or freelance interpreters;
* To assist with programming of assignments, as necessary;
* To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
* To assist in quality control of interpretation provided by junior interpreters;
* To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
* To strive for consistency with reference texts and with the output of staff translators;
* To translate using the in-house computer-assisted translation and terminology software;
* To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
* To identify new terminological material for consideration of senior staff members;
* 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: Modern Languages, Interpretation or other related university studies;
* A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
* Perfect command of English and native (or near-native) knowledge of Albanian is required;
* Excellent organizational, interpersonal and communication skills (both written and verbal);
* Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
* Ability to prioritize and manage a high workload while complying with deadlines;
* Ability to act with utmost discretion and maintain confidentiality;
* Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
* Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

* Applicants may be required to sit a competitive interpretation and translation.

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| **Position:**  Court Interpreter (Serbian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  066-2 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Court Interpreter (Serbian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

**Main Tasks and Responsibilities:**

* To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Serbian and English, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
* To keep abreast of the Kosovo Specialist Chambers’ case law, developments in the field of international criminal law and international humanitarian law;
* To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
* To act as interpretation team leader when necessary;
* To assist with orientation of new staff or freelance interpreters;
* To assist with programming of assignments, as necessary;
* To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
* To assist in quality control of interpretation provided by junior interpreters;
* To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
* To strive for consistency with reference texts and with the output of staff translators;
* To translate using the in-house computer-assisted translation and terminology software;
* To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
* To identify new terminological material for consideration of senior staff members;
* 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: Modern Languages, Interpretation or other related university studies;
* A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
* Perfect command of English and native (or near-native) knowledge of Serbian is required;
* Excellent organizational, interpersonal and communication skills, both written and verbal;
* Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
* Ability to prioritize and manage a high workload while complying with deadlines;
* Ability to act with utmost discretion and maintain confidentiality;
* Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian) will be considered a strong asset;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
* Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

* Applicants may be required to sit a competitive interpretation and translation.

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| **Position:**  Translator (Serbian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  068-1 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit**  Kosovo Specialist Chambers/ Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Translator (Serbian) reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

**Main Tasks and Responsibilities:**

* To translate, subject to revision, a variety of mostly legal texts from English into Serbian;
* To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
* To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
* The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a Reviser;
* To translate using the in-house computer-assisted translation and terminology software;
* To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
* To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
* To identify new terminological material for the consideration of Revisers and other senior colleagues;
* 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: Modern Languages, Translation or other related university studies;
* A minimum of five (5) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
* Native command of Serbian and excellent knowledge of English is required;
* Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
* Knowledge of computer-assisted translation and terminology systems;
* Excellent organizational, interpersonal and communication (both verbal and written) skills;
* Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
* Ability to prioritize and manage a high workload while complying with deadlines;
* Ability to work effectively and accurately under pressure;
* Ability to act with utmost discretion and maintain confidentiality;
* Ability to lead a translation team working to deadlines;
* Ability to provide guidance and coaching and to improve staff motivation;
* Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

Desirable

* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian);
* Knowledge of the functioning of the EU and in particular CSDP missions;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| **Position:**  Translator (Albanian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  068-2 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Translator (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

**Main Tasks and Responsibilities:**

* To translate, subject to revision, a variety of mostly legal texts from English into Albanian;
* To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
* To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
* The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a reviser;
* To translate using the in-house computer-assisted translation and terminology software;
* To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
* To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
* To identify new terminological material for the consideration of revisers and other senior colleagues;
* 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: Modern Languages, Translation or other related university studies;
* A minimum of five (5) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
* Native command of Albanian and excellent knowledge of English is required;
* Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
* Knowledge of computer-assisted translation and terminology systems;
* Excellent organizational, interpersonal and communication (both verbal and written) skills;
* Solid writing and editorial skills, acute sensitivity to nuance and attention to detail;
* Ability to prioritize and manage a high workload while complying with deadlines;
* Ability to work effectively and accurately under pressure;
* Ability to act with utmost discretion and maintain confidentiality;
* Ability to lead a translation team working to deadlines;
* Ability to provide guidance and coaching and to improve staff motivation;
* Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

Desirable

* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
* Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

* Applicants may be required to sit a competitive translation test.

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| **Position:**  Reference and Terminology Assistant | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-3 |
| **Ref. number:**  069 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit**  Kosovo Specialist Chambers/  Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Reference and Terminology Assistant reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

**Main Tasks and Responsibilities:**

* To provide staff and freelance linguists with timely and complete reference material for their assignments;
* To contribute and assist in maintaining and optimizing the Unit's electronic translation memory, terminology database and document management system;
* To carry out documentary and linguistic research and identify relevant background material and appropriate terminology;
* To feed terminological entries and texts into the terminology and document databases;
* To produce glossaries;
* To assist with ad hoc terminological research and reference queries;
* To undertake the alignment of multilingual versions of documents;
* To participate in testing and installation of computer-assisted terminology software and related tools;
* 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 five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

* A minimum of five (5) years of relevant experience in the field of terminology and reference in an international organization, preferably in a judicial or legal environment;
* Proficiency in using information technology, e.g. search engines, document and terminology management databases, MS Office applications;
* Excellent knowledge of English and Albanian or Serbian is required;
* Excellent interpersonal and communication skills;
* Ability to perform relevant terminological and documentary research and to update a terminology bank meticulously, to create glossaries and retrieve material rapidly;
* Ability to identify priority assignments and activities and manage efficiently multiple tasks;
* Ability to act with utmost discretion and maintain confidentiality;
* 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

* Substantial knowledge of the functioning of the EU and in particular CSDP missions;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Additional information

* Applicants may be required to sit a technical test.

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| **Position:**  Language/Administrative Assistant | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-3 |
| **Ref. number:**  075 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Judicial Services Division/  Detention Management Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Language/Administrative Assistant reports to the Deputy Head of Detention Management Unit.

**Main Tasks and Responsibilities:**

* To provide consecutive interpretation services to the Detention Management Unit (DMU);
* To assist monitoring compliance with the Rules of Detention and to report any irregularities to the Head of Detention Management Unit;
* To translate all documents for the DMU officials or other members of the Specialist Chambers and Registry;
* To summarize all incoming and outgoing mail and inform the Head of Unit of any possible deviations from the regulations. To monitor visits, as and when requested by the Head of Unit, and alert the Head of Unit of any irregularity;
* To select relevant gathered information from interactions and to report to the Head of Unit on a regular basis;
* To create a filing system with separate files for each detainee containing information gathered;
* To assist in preparing confidential and public correspondence and reports for the Detention Management;
* To distribute reviews and to evaluate statistical performance data, including material for annual reports, budgetary questions, performance evaluations, etc.;
* To contribute to the review, interpretation and evaluation of administrative procedures, protocols and rules;
* To advise on and prepare new guidelines, to design new and amend the present administrative systems;
* To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
* 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 five (5) year of relevant professional experience, after having fulfilled the education requirements, after having fulfilled the education requirements.

Specification of Education and Experience

* Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and lay-outing;
* Fluency in oral and written English and Albanian;
* Excellent interpersonal and communication skills in English, both written and oral;
* Tact, accuracy and discretion in handling of sensitive and confidential information;
* Ability to work independently with minimum supervision;
* Ability to prioritize and manage a high workload on occasions;
* Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
* Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Knowledge of detention policies, procedures and practices;
* Previous experience in working in an international organization or hybrid court;
* Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office (Serbian), both verbal and written.
* Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
* Knowledge of the functioning of the EU and in particular CSDP missions;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| **Position:**  Operations Assistant (Operations) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-2 |
| **Ref. Number:**  083 | **Location:**  The Hague, The Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit**  Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Operations Assistant reports to the Associate Operations Officer.

**Main Tasks and Responsibilities:**

* To assist the Associate Operations Officer by ensuring that the efficient logistical and operational arrangements are in place for witnesses required to travel to The Netherlands;
* To provide services to the Protection Unit, when required, and to witnesses in the Witness Protection Program (WPP), when necessary;
* To provide translation services and support to victims and witnesses;
* To provide all logistical and operational assistance, including driving duties;
* To escort the victims and witnesses in the area of operations and during international travel;
* To manage the financial administration process of the victims and witnesses according to the EU and/or Witness Protection and Support Office (WPSO) guidelines;
* To monitor the psycho-social wellbeing and stress level of the victims and witnesses and if necessary to brief the Support Officer;
* To inform the victims and witnesses about the court room procedures and their rights and obligations in those proceedings;
* To provide assistance and support to the victims and witnesses prior, during and after the court proceedings;
* To liaise with the WPSO staff to plan, co-ordinate, forecast and disseminate victims and witnesses’ information regarding the court appearances;
* To update all WPSO staff related to the day's activities and itinerary;
* To ensure timely and correct data entry and maintenance of WPSO database;
* To maintain at all times strict confidentiality about any matters related to the victims and witnesses;
* To undertake any other tasks as requested by the Line Managers.

**Education and Experience:**

Essential

* Level of secondary education attested by a diploma;

AND

* After having fulfilled the education requirement, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

* Minimum category B driving license;
* Proven ability to work under highly demanding and stressful conditions, using time effectively and efficiently, and to prioritize and manage a high workload on occasions;
* Experience in working with the logistical arrangements, translation and support to sensitive and/or traumatized witness in a witness (protection) unit or in a national or international organization or a hybrid court;
* Knowledge of the one of the official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: in particular Albanian.
* Very good interpersonal and communication skills, both written and oral;
* Computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court support environment;
* 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.

Desirable

* Work experience in a conflict or post conflict context;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| **Position:**  Software System Support | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-2 |
| **Ref. number:**  114 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Division of Administration/  Information Technology Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Software System Support reports to the Software Manager.

**Main Tasks and Responsibilities:**

* To assist in the implementation, configuration and maintenance of enterprise applications;
* To ensure the health and proper functioning of enterprise applications;
* To administer users, privileges and application settings;
* To conduct deployments, migrations and conversions;
* To support MS SQL databases;
* To maintain/enhance custom SharePoint and ASP.net solutions, including functional augmentation of existing applications;
* To assist in project documentation;
* To be responsible for identifying and highlighting problems arising from recurring, systematic or procedural defects in software, and subsequently initiating action to resolve them;
* To assist in all phases software specification, procurement, implementation and operation by providing guidance from a development support perspective;
* 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 eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

* A minimum of five (5) years of experience in software development and support, with training in software development;
* Experience in SharePoint, SQL databases, C++ or C# and ASP.net;
* Effective time management skills, including ability to prioritize and manage a high workload on occasions;
* 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 from different national and/or cultural backgrounds.

Desirable

* Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modeling;
* DevOps experience;
* International work experience, preferably in a legal environment or a court system;
* Knowledge of the functioning of the EU and in particular CSDP missions.

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| **Position:**  Communication and Information Systems (CIS) Officer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  512 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/ Administrative Operations Support Team | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Communications and Information Systems (CIS) Officer reports to the Deputy Specialist Prosecutor through the Senior Communication and Information Systems (CIS) Officer.

**Main Tasks and Responsibilities:**

* To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
* To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures, including:
* ensuring the servicing and maintenance of CIS equipment and software,
* hardening (securing) of systems,
* complying with relevant protocols and regulations;
* To provide CIS support and training to SPO staff members;
* To draft reports, operating instructions, guidelines and procedures within the CIS field;
* 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.

OR

* A minimum of ten (10) years of relevant professional experience might be considered in lieu of the above-mentioned required education requirements.

Specification of Education and Experience

* The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology or other related university studies;
* Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
* Relevant experience and knowledge of networking and communications equipment;
* Knowledge and/or experience in developing internal IT management and communication systems, processes and policies;
* Very good team working skills;
* Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
* Tact, accuracy and discretion in handling sensitive and confidential information;

Desirable

* Experience managing IT operations in a highly secure setting;
* Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
* Experience managing CIS operations in a highly secure setting;
* Experience managing CIS systems in judicial settings;
* Experience managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
* Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
* International experience, particularly in crisis areas with multi-national and international organisations;
* Very good interpersonal and communication skills, both written and oral;
* Ability to perform under stress and in difficult circumstances.

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| **Position:**  Language Services Officer (Team Leader) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  520 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/  Legal and Case Management Unit/ Language Support Team | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  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;
* International experience, particularly in crisis areas with multi-national and international organisations;
* 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.

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| **Position:**  Reviser (English) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  521 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/ Legal and Case Management Unit/ Language Support Team | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To provide accurate, timely and stylistically appropriate revisions, proof readings and translations in English of texts written in Serbian and/or Albanian;
* To strive for consistency with reference texts and in translations;
* To translate and self-revise directly onto a computer and/or revise all types of text, especially sensitive and complex texts in the field of law, providing the final translation within the required time-limits;
* To serve as the Unit's Focal Point for terminology and machine translation;
* To carry out the requisite research, drawing on reference and terminology material and background information, 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 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;
* Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
* Very good judgement skills especially when supporting the SPO staff in the field;
* Tact, accuracy and discretion in handling sensitive and confidential information;
* Excellent communication skills and professional proficiency in English, Albanian and/or Serbian;
* Ability to work productively in 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;
* Knowledge of the functioning of the EU and in particular CSDP Missions;
* International experience, particularly in crisis areas with multi-national and international organisation.

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| **Position:**  Interpreter/Translator (English/Albanian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  522 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/  Legal and Case Management Unit/ Language Support Team | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

**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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

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;
* 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;
* Very good judgement skills, especially when supporting the SPO staff in the field;
* Tact, accuracy and discretion in handling sensitive and confidential information.

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 organization.

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| **Position:**  Legal Officer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  539 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/  Legal and Case Management Unit/ Legal Advisory Team | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Legal Officerreports to the Senior Legal Advisor through the Legal Officer Team Leader.

**Main Tasks and Responsibilities:**

* To assist the Specialist Prosecutor’s Office (SPO) in pre-trial, trial or appellate proceedings, under the day to day supervision of the Legal Officer Team Leader; primarily in the preparation of written legal submissions, including indictment, briefs, motions, responses, replies and communications with other parties in the proceedings in the course of investigations and prosecutions;
* To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
* To assist SPO Prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
* To assist SPO Prosecutors as a Legal Officer/Investigator under the supervision of a Prosecutor in pre-trial, trial or appellate proceedings;
* To conduct witness interviews and proof witnesses prior to trial;
* To coordinate with the Chambers and Registry Court Management officials, as required;
* To undertake any other relevant task 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 Law;
* Professional understanding and experience in research and analytical tools/applications and specialised court management software;
* Demonstrated sound judgement;
* Excellent legal drafting and reporting skills;
* Ability to prioritize and manage a high workload independently when required;
* 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, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

* Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in a national jurisdiction, hybrid national and/or international court and international tribunal;
* International experience, particularly in crisis areas with multi-national and international organisations;
* Knowledge of the functioning of the EU and in particular CSDP Missions.

1. https://ec.europa.eu/ploteus/content/descriptors-page [↑](#footnote-ref-1)
2. [Common European Framework of References for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) [↑](#footnote-ref-2)