**Vacancy and Job Description**

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| **Division/1st Level Department**  | **Department/Unit** | **Region** | **Position Reference** | **Generic Pos. Ref.** | **Position Title** | **Vacancies**  |
| Monitoring Pillar | Dialogue Support Unit | MI/PR | EKLS 40609 | LS00003/1 | Language Assistant (Serbian/English) | 1 |

Monitoring Pillar, Dialogue Support Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: **Language Assistant (Serbian/English) Ref. no: LS 0003/1**

Region: **Mitrovica /Pristina** Grade: **3**

The incumbent will be part of a language pool within the Dialogue Support Unit (DSU), Monitoring Pillar and perform his/her duties on need bases either in Mitrovica or Pristina.

He/she reports to the designated supervisor within the Monitoring Pillar.

**Main Tasks and Responsibilities:**

* To translate documents from Serbian into English and vice-versa;
* To provide proof-reading, editing and quality control for translation;
* To provide interpreting services for international staff members as needed, such as during meetings, conferences, workshops, always ensuring strict confidentiality;
* To draft memos, letters and other requested documents and maintain filing systems;
* To arrange and organise meetings;
* To take minutes at meetings and conferences, as well as prepare draft reports and documents for the Advisers;
* To move location when required to provide cover for absent colleagues;
* To undertake any other work-related task or support other Units as requested.

**Job Requirements:**

* Completed secondary education attested by a Diploma, a B2 level of knowledge of English according to the Common European Framework of Reference for Languages (CEFR) classification system and at least four (4) years of relevant professional experience. Higher education degree or ongoing higher studies in a related field would be an asset, particularly in the field of language or law;
* Previous experience in an international environment would be an advantage;
* Excellent spoken and written command of the Serbian language. Knowledge of other Kosovo official languages would be a significant advantage;
* Very good computer skills in MS Office applications (Excel, Word, Power Point), with particular emphasis on editing and lay-out skills;
* Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
* Punctuality; commitment to quality; attention to detail and nuance; ability to perform under stress; willingness to work flexible working hours; precision and good multi-tasking skills;
* Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity;
* Good interpersonal and communication skills;
* Absolute discretion and trustworthiness;
* Ability to prioritize and manage high workload.