

## VACANCY ANNOUNCEMENT

The Austrian Development Agency (ADA) is the Operational Unit of the Austrian Development Cooperation (ADC). It is in charge of implementing all bilateral programmes and projects in ADC partner countries and administers its budget.

For the implementation of the EU and ADC funded project International Monitoring Operation (IMO), ADA is looking for a qualified and experienced candidate to fulfil the position of **National Translator/Interpreter**, located in Tirana.

The overall objective of the IMO is to align the Albanian justice system with the EU acquis and best international practices. The specific objective is to increase the professional quality of judges and prosecutors, reduce the impact of organised crime, politics and corruption in the delivery of justice, and enhance the integrity and accountability of judiciary institutions.

### DESCRIPTION OF THE ASSIGNMENT

Under the supervision of the Chief Translator, the local Translator/Interpreter will assist the International Monitoring Operation in providing high quality translation/interpretation, language assistance, translation related services, editing and proofreading of English and Albanian texts.

**EXPECTED DURATION:** Until November 30, 2022

### ROLES AND RESPONSIBILITIES

- Provides translation and interpretation work (consecutive and simultaneous interpretation from Albanian into English and vice versa, at hearings, meetings in chambers, investigative interviews and other related events);
- Proofreads, updates and edits texts for final versions;
- Observes the in-house terminology and usage and strive for consistency with reference texts;
- Assists the Chief Translator in planning and organizing task teams for specific translation requests;
- Conducts research, drawing on reference and terminology materials, background information and consultation with IMO, as appropriate;
- Assists with reviewing transcripts of translations and preparing corrections in the event of substantive errors;
- Identifies new terminological material;

### REQUIREMENTS FOR THE POSITION

- Completion of University studies attested by a diploma in at least one of the following fields of expertise: Modern Languages, Translation/Interpretation Studies, Legal Linguistics, Linguistics, Law, Social Sciences and other related university studies;
- A minimum of 5 years of relevant professional experience, preferably in the context of the legal translation/interpretation;
- Excellent written and spoken proficiency in English and Albanian;
- Proven knowledge of legal terminology in both languages;
- Excellent computer skills and fluency in MS Office applications (Outlook, Excel, Word, Power Point).
- High standards of integrity and experience in handling confidential information;
- Very good oral and written communication and presentation skills, sensitive to political environment, excellent analytical skills, pragmatic approach, flexibility and adaptation;
- Experience in judicial vetting related programme is an asset;

### SUBMISSION OF APPLICATIONS

Applications must be sent to [recruitment@imo-albania.eu](mailto:recruitment@imo-albania.eu) by 1<sup>st</sup> of March 2020 indicating “**Translator/Interpreter**” in the subject and including a Europass format CV in English language, a motivation letter, and 3 professional references with



names, contacts and working relationship (at least one referee should have been your direct supervisor). Application sent after the deadline will not be taken into consideration. Only short listed candidates will be notified for personal interview. Failure to submit an application containing all the required information and documentation within the set deadline will lead to the rejection of the application. High preference will be given to candidates with quick availability.

## **APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

The successful applicants selected by the recruitment committee will be employed by ADA.

For this post, the required level of **clearance** is **Albanian SECRET (SEKRET)**. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from Albanian National Security Authority (*Drejtoria e Sigurimit te Informacionit te Klasifikuar, DSIK*). In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, the IMO will request such from the DSİK. In case of a failure to obtain the required personnel security clearance or if the DSİK issues a negative opinion at the above-mentioned level after the signature of the contract, ADA has the right to terminate the contract.