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SEARCH FOR EU MEMBER STATE INTERPRETER/TRANSLATOR

International Monitoring Operation (IMO)

Support to the process of re-evaluation of Judges and Prosecutors in Albania

PUBLICATION REF.: IMO/EUMSINT1

1. BACKGROUND

The Austrian Federal Ministry of Justice (BMJ) in cooperation with aed - Agency for Economic Cooperation and Development and the Italian High Council of the Judiciary (the Contracting Authority of this tender and grant "Beneficiaries") and the Delegation of the European Union to Albania (EUD) is searching for qualified experts from EU Member states for the position of a long-term and full-time interpreter/translator who provides his/her know-how to the above mentioned EU action grant in Albania until February 2020.

The overall objective of the action 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.

Interested applicants are expected to examine carefully and comply with all instructions and specifications contained in this tender dossier. Failure to submit an application containing all the required information and documentation within the set deadline will lead to the rejection of the application.

2. DESCRIPTION OF THE ASSIGNMENT

Under the supervision of the Chief Interpreter/Translator the international interpreter/translator will assist the project in the translation and interpretation (simultaneous and consecutive) during daily work but also translate and proof read Albanian and English job-related texts. He/she shall prepare thoroughly for assignments; keep all job-related information strictly confidential and uphold professional standards and ethics; assist with reviewing transcripts of interpretation and preparing corrections in the event of substantive errors; strive for consistency with reference texts and with the



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output of staff translators; undertake any other related tasks as requested by Line Managers. The working language of the project is English.

3. REQUIRED EXPERT PROFILE

Essential qualifications:

- Successful completion of University studies in at least one of the following fields of expertise: Modern Languages, Linguistics, Interpretation or other related university studies, and
- a minimum of ten (10) years of relevant professional, preferably in the context of an international tribunal or hybrid tribunals, an international organization or an international body dealing with legal matters;
- Proven knowledge of legal terminology in both languages;
- High standards of integrity and experience in handling confidential information;
- Ability to work effectively, remain calm and deliver work under stressful conditions;
- Very good oral and written communication and presentation skills, sensitive to political environment, excellent analytical skills, pragmatic approach, strong in strategic thinking and operational planning;
- Flexibility, strong adaptation skills to establish and maintain effective and constructive working relationships with local and international staff.

Desirable qualification:

- Knowledge of other languages (as an important tool to facilitate the translation process through translanguaging thinking but also for International Legal Assistance).

4. DURATION AND LOCATION OF THE ASSIGNMENT

Availability must be ensured for a long-term and full-time engagement until 16 February 2020 and high preference will be given to candidates who are able to report to work immediately. Location of work is Tirana, Albania (no remote work foreseen).

5. SUBMISSION OF APPLICATIONS

Applications containing an **English CV in EUROPASS** format and a **motivation letter** must be received **until 8 December 2017** at the following email address - mentioning the publication reference **IMO/EUMSINT1** in the email header or body: **hr@aed.or.at**

6. SELECTION PROCEDURE

All received applications will be reviewed and a shortlist of those candidates who will be invited to an interview (in person or by online meeting tool) with the Evaluation Committee consisting of the Chief Interpreter/Translator, the Project Manager, one International Observer and/or a representative of the EU. The interview will also contain an oral and written test to verify the interpretation and translation



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skills of each candidate. Following this interview the Evaluation Committee will make the final decision on the candidate selection. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications mentioned above.