

JOB DESCRIPTION – TERMS OF REFERENCE
INTERPRETER and TRANSLATOR

Job Profile

Job title: Interpreter and Translator

Job description type: Local agent group II - administrative, advisory, linguistic and equivalent technical tasks

Job location: Belgrade, EU Delegation to the Republic of Serbia

Post number: 203194

Situation: Vacant as of 1st January 2014

Overall purpose: Facilitate effective communication by providing interpretation at official meetings from Serbian into English and *vice versa*, and by providing written translation of documents.

Functions and duties:

+ Interpretation

- To act in the first place as an interpreter and, as subsidising task as a translator, responsible to ensure, under the supervision of the management, clear, accurate and timely interpretation and transliterating services;
- Provide simultaneous interpretation (immediate conversion of a speech) including *chuchotage*, consecutive (interpretation with pausing) and 'liaison' interpretation (two-way, *ad-hoc* and relay interpreting), accurate, clear and succinct reproduction in a designated language (English and/or Serbian) at formal meetings, conferences, and projects' and/or products' launches, public service, negotiations and community-based events;
- Prepare carefully before events, including insight into official files and preliminary documents;

+ Translation

- Produce written translation of various documents, legal texts, briefings, speaking points, letters, certificates, *etc*, ensuring that the meaning of the original text is clearly retained;
- Proofread and edit final translated documents, reports, file notes and assessments for accuracy of meaning, grammar and syntax;
- Follow-up of translation-quality standards;

+ Administrative tasks

- Assist organisation and coordination of linguistic trainings arranged by the EU Delegation;
- Network, cooperate and coordinate with different sections of the EU Delegation.
- Perform other duties and tasks as required by management.

Job Requirements

Formal education:

- University degree, preferably in philology and/or linguistics – the English language and Anglophone area – formal education
- Possession of a diploma in specialised simultaneous/consecutive interpreting and related certification for transliterating services - technical translation will be considered as an advantage

Experience:

Minimum relevant and recent professional working experience of two years working as an interpreter; proficiency and fluency in the English and Serbian languages,.

Knowledge:

- Expertise language skills in legal affairs, politics, economic, social issues and human rights will be considered as an advantage
- Excellent capacity to communicate clearly and courteously at all levels in a concise manner
- Ability to work in a team; strong motivation; experience in international environment and with foreign partners
- Broad general education with profound understanding of the cultural context, political and current affairs awareness
- Excellent memory, instant comprehension
- Demonstrated ability to act independently with only limited supervision
- Knowledge of one more EU language (French or German) will be considered as an advantage
- Experience in European affairs and international environment will be considered as an advantage
- Excellent IT skills, knowledge of computer tools (Word, Excel, Internet)
- Ability to work under pressure and stressful conditions
- High degree of responsibility in handling sensitive information

Languages: Excellent command, proficiency and fluency in the English and Serbian languages, both written and oral. Additional related certifications for transliterating and interpretation services.