

**CIVILIAN JOB DESCRIPTION
HQ KFOR
PRISTINA, KOSOVO
HUMAN RESOURCES MANAGEMENT OFFICE**

PART I – JOB IDENTIFICATION

<u>Post no.:</u>	KHQ GDL 0080, 0090, 110		
<u>Headquarters:</u>	HQ KFOR		
<u>Branch:</u>	DIRECTOR OF STAFF		
<u>Section:</u>	LINGUISTIC SERVICES SECTION		
<u>Unit:</u>			
<u>Job title:</u>	SENIOR INTERPRETER/TRANSLATOR		
<u>Nationality:</u>	National or legal resident of Kosovo		
<u>Date of validation:</u>	01-Jul-17	<u>Service:</u>	Civilian
<u>Duty location:</u>	Pristina	<u>Grade:</u>	LCH-6

PART II – DUTIES

A. POST CONTEXT:

The mission of the Office of the Director of the Staff is to provide executive support to Chief Of Staff (COS) KFOR in all administrative and protocol matters pertaining to the Command Group and the staff.

The purpose of KFOR Linguistic Services is to enable HQ KFOR to communicate with the authorities and populations in its area of responsibility and to guarantee to the Commander and his staff that this communication is effective, reliable and comprehensible to all sides.

The work of Senior Interpreter/Translator consists of translation of materials of varying degrees of complexity or technical difficulty, without supervision, and also revision of materials translated by other parties and interpretation in simultaneous and consecutive interpretation from Serbian into English and vice-versa. The purpose is to enable effective and reliable communication with to the HQ in its area of responsibility, which is achieved through the competence of the linguist.

B. REPORTS TO:

CHIEF LINGUISTICS SERVICE

C. PRINCIPAL DUTIES:

1. Interprets in all modes (liaison, consecutive and simultaneous) from English into local language(s) and vice versa on subjects of varying degrees of complexity and technical difficulty displaying specialist expertise.
2. Translates materials of all levels of difficulty including complex and specialized material from English into local language(s) to a high standard, under general supervision.
3. Translates routine correspondence and non-technical texts from English into local language(s), when not supervised by a revisor.
4. Contributes to terminological research and assists in compiling glossaries.
5. Provides editorial assistance to drafters of texts.

**CIVILIAN JOB DESCRIPTION
HQ KFOR
PRISTINA, KOSOVO
HUMAN RESOURCES MANAGEMENT OFFICE**

6. Keeps abreast of issues related to NATO and HQ policies.
7. Maintains a knowledge of specific and technical fields and related NATO military and technical terminology.

D. ADDITIONAL DUTIES:

- May be required to undertake operational deployments and/or TDY assignments both within and outside NATO's boundaries.
- Performs other duties as assigned.

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS:

1. Professional Experience:

- Minimum 5 years of experience as linguist.

2. Education / Training:

- Junior College-level education for 2 years following secondary education, including or followed by training in simultaneous and consecutive interpretation and translation.

3. Security Clearance:

Certificate of No Criminal Record

4. Language:

English: Very Good

Serbian: Very Good

5. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Intermediate knowledge

Spreadsheets: Basic knowledge

Presentation: Basic knowledge

Database: N/A

B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- Previous working experience in an international or military environment.

**CIVILIAN JOB DESCRIPTION
HQ KFOR
PRISTINA, KOSOVO
HUMAN RESOURCES MANAGEMENT OFFICE**

2. Education / Training:

- University Degree in the relevant languages or in another subject if education accomplished in the mandatory languages.

3. Language:

English: Very Good+

Serbian: Very Good+

Albanian: Fair

4. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Advanced knowledge

Spreadsheets: Intermediate knowledge

Presentation: Intermediate knowledge

Database: Basic knowledge

C. CIVILIAN POSTS:

Personal Attributes:

Actively influencing events rather than passively accepting; sees opportunities and acts on them. Originates action. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Ability to pick out important information in oral communications. Questioning and general reactions indicate to speaker 'active' listening. Ability to analyse, organise and present numerical data, i.e., financial or statistical. Capacity to perceive the impact and implications of decisions and activities on other parts of the organisation. Ability to establish efficient and appropriate course of action for self and/or others to accomplish goal. Stability of performance under pressure and/or opposition. Ability to make controlled responses in stressful situations. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

Problem Solving:

Requirement to evaluate and solve patterned and interpretative problems involving daily or new issues. Problems resulting out of similar or different situations require interpretation of the situation, analysis and a choice between several options.

Managerial Responsibilities:

No managerial or supervisory responsibilities involved.

Professional Contacts:

Regular professional contacts inside or outside own activity in the execution of various tasks. Contacts may involve providing information, advice or low level guidance on simple issues. May also be required to discuss and negotiate at own level.

**CIVILIAN JOB DESCRIPTION
HQ KFOR
PRISTINA, KOSOVO
HUMAN RESOURCES MANAGEMENT OFFICE**

Contribution to the Objectives:

The work covers many similar and/or dissimilar tasks that require personal and intellectual skills within the same subject area. The work consists of translation of complex and diverse written materials and/or speeches orally from one language to another. Work is performed with or without limited supervision. Performance of duties may have some impact on the objectives, efficiency, image and the financial resources of the HQ.

Impact of Work Environment:

The work environment has slightly undesirable effects on the work performed. Occasional exposure to noise, dust, heat, oil, fumes even with some risk of discomfort or injury.

D. REMARKS:

English Language requirement is in accordance with Annex A and Appendix 1 of Annex A of STANAG 6001 (Edition 3).