

Legal Specialist & Interpreter, Kosovo

Job title:	Legal Specialist & Interpreter
Place of work:	Pristina, Kosovo
Start date:	November 2023 or shortly thereafter
Employment rate:	80-100%
Contract duration:	Until June 2024
Reporting:	Senior Investigation Specialist

About the International Centre for Asset Recovery (ICAR)

The International Centre for Asset Recovery (ICAR) is a specialist centre of the Basel Institute on Governance that works with countries around the world to strengthen their capacities to recover stolen assets. Particular emphasis is placed on hands-on mentoring to assist practitioners from law enforcement and prosecutorial authorities to conduct financial investigations, develop suitable strategies for the prosecution of corruption offences, and to identify, restrain and confiscate proceeds of crime. ICAR also supports legislative and institutional reform processes, develops and delivers tailor-made training, and works with other international organisations to advance innovation and global policy dialogue on asset recovery.

About our programme in Kosovo

ICAR has been supporting law enforcement institutions in Kosovo through the Support to Anti-Corruption Efforts in Kosovo (SAEK III) project. Implemented by the United Nations Development Programme (UNDP), SAEK III supports the implementation of mandates stemming from anti-corruption legislation and effective repatriation of stolen assets, while completing a robust corruption prevention system. SAEK III is funded by the Swiss Development Agency (SDC), and the Swedish International Development Cooperation Agency (SIDA).

Responsibilities

The Legal Specialist & Interpreter will facilitate dynamic communication between the ICAR Senior Investigation Specialist (and other staff of the Basel Institute on Governance), and our Kosovar counterparts at the Prosecutor General, Special Prosecutor's offices, and other State institutions. Within this role, the Legal Specialist & Interpreter will engage in daily iterative oral and written communication with counterparts as well as support local logistical and administrative needs of the Basel Institute on Governance team in Kosovo. Key responsibilities will include:

- Provide simultaneous or consecutive interpretation in Shqipe to English and vice versa, for daily interactions of the ICAR Senior Investigations Specialist and other deployed experts in Kosovo.
- Translate documents and correspondence from Shqipe to English and vice versa. Texts are primarily of a legal nature including official correspondence, court judgments, indictments, appeals, and investigative material.
- Assist the Basel Institute team in the scheduling of meetings, receiving and maintaining documents, and providing general logistical support.

Skills and qualifications

- High degree of spoken and written English language proficiency with demonstrated ability to conduct high quality and accurate consecutive interpretation (simultaneous preferred) between ICAR Specialists and Kosovo Counterparts and Stakeholders. This includes understanding specialised terms and words associated with criminal law and procedure.
- Demonstrated skills in document translation (preferably law related) reflecting technical accuracy and meaning.
- A university degree in law, criminology, political science or a related field. Postgraduate qualification preferred.
- Excellent communication and interpersonal skills with the ability to communicate effectively with national and international stakeholders.
- Demonstrated capability in organising meetings, managing documents and maintaining schedules.
- Confidentiality: The post-holder will be required to sign a Non-disclosure Agreement as part of the contract, and will at all stages protect the confidentiality of stakeholders participating in the assignment. Demonstrable prior experience of maintaining confidentiality in a similar role is an asset.

Remuneration package

The salary for this role is highly competitive and will be commensurate to experience and responsibility.

Application

Please email your full application file, including a motivational letter in English and your detailed CV (merged into a single PDF file) by 9 October 2023 to application@baselgovernance.org.

Early application is encouraged as applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.