



Translation Services – Opportunity for Vendor Rostering

The Kosovo Specialist Chambers (KSC) is seeking to roster Translation professionals (natural persons) for possible future commercial contracting in the language combinations:

- Albanian and English;
- Serbian and English.

Duties and responsibilities

- translate documents into the target language accurately and faithfully, using correct terminology and grammar and respecting original style and register;
- respect deadlines and adhere to established KSC terminology ensuring accuracy of translations and consistency with KSC in-house usage;
- comply with manual or style guide, templates, reference material, glossaries, or other specific instructions and consult with KSC in-house revisers and translators;
- assist in identifying and compiling terminological and reference material relevant to the work of the KSC;
- use MS Office and CAT tools, as required.

Essential requirements

- A university degree in modern languages, translation, law, or other relevant field and at least three years relevant work experience as Translation professional;
- In lieu of a university degree, a secondary school diploma, or other relevant education, with appropriate certification and at least seven years of relevant work experience as Translation professional may be considered;
- Mother-tongue proficiency in one language listed above and a high level proficiency in the other;
- Solid academic knowledge of the languages, including style and usage; sensitivity to nuance and attention to detail;
- Knowledge of legal concepts in general, and of international law in particular; knowledge of terminology relevant to the context of international organizations;
- Knowledge of and experience with relevant IT hardware and software tools and a high level of proficiency in the use of word processing programs and CAT tools;
- Ability to work effectively to deadlines and, when necessary, work as part of a translation team;
- Prior to issuance of any contract, the Translation professionals must produce a valid certificate of conduct.

Preferable requirements

- Experience with providing translation services to an international or judicial organization;

General Information

- Prior to rostering, interested Translation professionals may be required to sit a technical translation test;
- Rostered professionals must be independent and free from conflicts of interest in the responsibilities they take on. They shall maintain confidentiality of all material received



from the KSC, as well as all information relating to the KSC's activities which they may be exposed to in the course of an assignment;

- Interested Translation professionals should provide minimum one reference who can verify the required and stated experience;
- Interested Translation professionals must provide a list of legal or natural persons for which/whom they have provided services, as well as the approximate volume of work for each, and/or provide a list of published translations.

Disclaimer

- Responding to this opportunity for vendor rostering does not guarantee a place on any roster, nor does placement on any roster guarantee issuance of any contract, nor does issuance of any contract guarantee any minimum level of work;
- This opportunity for vendor rostering is primarily intended for possible future assignments under commercial contract (i.e. as external service provider, or as expert consultant). The KSC currently has no employment opportunities for Translation professionals (although the Employment pages of this website should be checked with regularity). No promise of any future employment is implied herewith;
- By expressing interest to this opportunity for rostering, the interested Translation professional acknowledges his/her understanding and acceptance hereof.

Translation professionals interested in this opportunity should send their CV by email and under subject “Translation services vendor rostering” to:

procurement@scp-ks.org