

SIMULTANEOUS INTERPRETER

RESOURCES/PERSONNEL

SARAJEVO

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The Cabinet of the High Representative, OHR Sarajevo, is currently seeking a qualified candidate for the position of a Simultaneous Interpreter for German language. He/she will perform translation and interpretation duties for the High Representative and his Cabinet, as well as other OHR departments, as needed. The Simultaneous Interpreter will work in close coordination with the Translation Unit, under the general supervision of the Head of Department of Resources.

DUTIES AND RESPONSIBILITIES:

- Simultaneous translation at TV interviews, press conferences and high level meetings that require immediate translation, using headphones and microphones and other necessary equipment;
- Consecutive (verbal) and 'chuchotage' interpretation at during TV/radio/newspapers interviews, at top level meetings or trips involving the highest national and international officials;
- Written translations of technical, political, legal, financial and economic documents and daily correspondence;
- Preparation of verbal or written summaries of documents
- In addition, he/she will assist with correspondence in German language.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University degree with major in German language studies, and excellent knowledge of English language;
- Professional experience of at least 5 years as a simultaneous interpreter is essential, preferably with the international community;
- Computer literacy;
- Flexibility and ability to cope with stress and long working hours;
- Team-work oriented attitude.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

***Human Resources
Office of the High Representative
Emirka Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina***

E-mail: application@ohr.int

Reference number: 2021-056

Closing date for applications: 6 October 2021

Only short-listed candidates will be contacted

No telephone inquiries please