

SENIOR INTERPRETER

DUTY STATION: Sarajevo

CONTRACT TYPE: National (2 positions)

PURPOSE AND SCOPE OF THE POSITION

As a part of a team of professionals, Senior Interpreter translates and interprets a wide variety of written and spoken communications in English and local languages, thus facilitating communication between OHR staff and non-English speaking local politicians and other officials at the highest level.

DUTIES AND RESPONSIBILITIES

- Interpret consecutively (verbally) and perform 'chuchotage' interpretation for the High Representative, Principal Deputy High Representative, Senior Deputy High Representative as well as other OHR staff at conferences, seminars and meetings, TV/radio/newspapers interviews, and other top level meetings or trips involving the highest national and international officials;
- Translate a wide variety of top level documents from English to local languages and vice versa, including laws, agreements, basic documents, Principals' correspondence etc.
- Translate other technical, political, legal, financial and economic documents and daily correspondence;
- Prepare verbal or written summaries of documents.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- University degree with major in English language studies or equivalent;
- Professional experience of at least 5 years as translator/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 this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771 E-mail: application@ohr.int

***Please quote Reference No. 2003/091,084
Closing date for applications: 3 April 2003***