

# Personal Interpreter to the Supervisor of the Brcko District

## PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide written translations and oral interpretation for the Supervisor and staff of the Front Office in OHR North. Also, he/she will coordinate, in close cooperation with the Supervisor's secretary, conferences with top level domestic authorities on State, Entity and Brcko District level.

## DUTIES AND RESPONSIBILITIES

1. Produce written translations with a high level of accuracy that captures the specific nature of the document. This requires a high level of skill and correspondingly a large working vocabulary.
2. Interpret in various meetings, in front of large audiences and in the public forum (i.e. press conferences, radio/TV interviews).
3. Arrange for high level meetings of the Head of the Office with domestic authorities, maintain the Front Office schedule together with the Head of Office's Secretary.
4. Assist in coordinating activities of the Head of the Office, Deputy Head of the Office and Special Assistant.

5. Maintain required archives of translated documents.
6. Make continued investment in skills required to carry out these basic tasks (i.e. improve typing speed, computer literacy, expand vocabulary, etc...).

#### PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University Degree in English Language essential
  - Minimum of five years of work experience with the International Community as a translator.
1. High degree of diplomacy and political understanding is required.
  2. Excellent computer skills
  3. Ability to work long hours and under pressure
  4. Willingness to work with people from various cultural backgrounds

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

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 54 205 560 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 915/01

Closing date for applications: November 30<sup>th</sup>, 2001