

TRANSLATOR FOR ENGLISH LANGUAGE

RESOURCES & TRANSFORMATION/TRANSLATION UNIT

SARAJEVO

Duty Station: Sarajevo

Contract Type: Intern (Unpaid), part-time

PURPOSE AND SCOPE OF POSITION:

The post-holder will provide translating support within the Translation Unit of the Resources department.

DUTIES AND RESPONSIBILITIES:

- Translate letters, memos, talking-points, briefings and other documents;
- Provide administrative support when required;
- Attend internal meetings whenever possible;
- Any other duties as required.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- University Degree in English language;
- Excellent computer skills;
- Willingness to work with people from various cultural backgrounds;
- Excellent organizational skills;
- Ability to work in a team as well as independently and with minimal supervision;

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
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int**

Reference number: 2022/048

Closing date for applications: 20 November 2022

Only short-listed candidates will be contacted

No telephone inquiries please