

SENIOR LEGAL INTERPRETER

LEGAL DEPARTMENT

SARAJEVO

Duty Station: Sarajevo

Contract Type: National Contractor (full-time)

PURPOSE AND SCOPE OF POSITION:

The primary purpose of the position is to ensure, at all times, specialized and high-quality interpretation and translation of primarily complex and highly-specialized legal documents for Legal Department experts, i.e. the Head of the Legal Department and the Senior Legal Advisors.

The Senior Legal Interpreter is also expected to translate and interpret for other OHR departments, when needed, ensuring accuracy and high-level quality of his/her performance.

The position requires resourcefulness and self-confidence in interpretation and translation in order to enable prompt and efficient dealing with the abovementioned issues. The position holder will enable legal experts to communicate and interact with the counterparts from BiH in the exercise of their duties. Given the nature of the expected duties, the position holder has to be a strong team player, with high-level coordination skills and great attention to detail.

DUTIES AND RESPONSIBILITIES:

- Translate a wide variety of specialized, complex legal documents from English into local languages and vice versa, including laws, bylaws and other regulations, legal opinions, comments, decisions, agreements, courts' decisions, daily incoming and outgoing correspondence as well as minutes & summaries from various meetings;

- Interpret, in a consecutive and simultaneous mode, at ministerial, legislative, institutional, judicial and prosecutorial meetings and other related fora within the area of responsibility of the Legal Department and other departments covering legal issues;
- Prepare verbal or written summaries of documents, and maintain accurate records of the translated materials;
- Proofread various pieces of legislation in order to keep the Legal Department database consolidated;
- Oversee the compilation of the translated documents;
- Regularly update the translated legislation kept by the Legal Department database;
- Co-operate closely with and provide assistance to fellow colleagues in the OHR Interpreters Pool, whenever possible;
- Perform other duties and tasks as assigned by a supervisor from the designated legal area

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- University degree with major in English language studies;
- Professional experience of at least 7 years as a translator/interpreter is essential, preferably with the International Community;
- Court Interpreter Certificate (for English);
- Experience in simultaneous interpretation is an advantage;
- A proven track record of professional development in the area of specialized legal interpreting;
- Excellent knowledge of the legal, economic and political environment in BiH;
- Ability to prioritize tasks and assignments;
- Strong interpersonal, communication and presentation

- skills;
- Efficiency in meeting commitments and observing deadlines;
 - Proficient computer skills;
 - 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
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int***

***Reference number: 2023/020
Closing date for applications: 19 May 2023***

***Only short-listed candidates will be contacted
No telephone inquiries please***