

SIMULTANEOUS INTERPRETER

RESOURCES & TRANSFORMATION DEPARTMENT

SARAJEVO

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National Contractor (part-time)

DEPARTMENT: Resources & Transformation

PURPOSE AND SCOPE OF POSITION:

The Office of the High Representative Sarajevo/Translation Pool is currently seeking a qualified candidate for the position of Simultaneous Interpreter for English. He/she will, as part of a team of professionals, perform translation and interpretation duties for the High Representative, Principal Deputy High Representative and OHR as a whole. Simultaneous Interpreter will work under the general supervision of the Director of Resources & Transformation Department.

DUTIES AND RESPONSIBILITIES:

Simultaneous translation (from both languages) at TV interviews, conferences, seminars and high level meetings that require immediate translation, using headphones and microphones and other necessary equipment;

Consecutive (verbal) and 'chuchotage' interpretation at conferences, seminars and meetings, during TV/radio/newspaper 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.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University degree with major in English language studies;
- Professional experience of at least 5 years as simultaneous translator/interpreter is essential, preferably with the international community;
- Computer literacy;
- Court Interpreter Certificate for English is an advantage;
- Flexibility and ability to cope with stress and long working hours;
- Team-work oriented attitude.
- Willingness to travel, including staying overnight.

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: 2024/041
Closing date for applications: 09 August 2024***

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