

INTERPRETER

DUTY STATION: Mostar

CONTRACT TYPE: Temporary Consultancy (National)

PURPOSE AND SCOPE OF POSITION:

Temporary Consultancy Interpreter will, as part of the team of professionals, perform translation and interpretation duties for the Head of Region as well as other Department and/or Section Heads within the OHR. He/she will work under the general supervision of Director of Personnel and under the direct supervision of the Head of Regional Office in Mostar.

DUTIES AND RESPONSIBILITIES:

- Consecutive (verbal) and 'chuchotage' interpretation at conferences, seminars and meetings, during press conferences, TV/radio/newspapers interviews, at top level meetings or trips involving the highest national and international officials.
- Written translations of all incoming and outgoing correspondence for the Office as well as technical, political, legal, financial and economic documents and daily correspondence.
- Preparation of verbal or written summaries of documents.
- Take minutes at meetings as required.
- Perform any other administration duties as required.
- Perform the same duties in sub-offices as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Relevant university degree
- Professional experience of at least 3 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
- Willingness to work with people from various cultural backgrounds.

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

***Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina***

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

Reference number: 2007/18 must be quoted

Closing date for applications: 17 March 2007

Only short-listed candidates will be contacted

No telephone inquiries please