HEAD OF INTERPRETATION/TRANSLATION

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 8 (To be determined by the reviewing panel)

PURPOSE AND SCOPE OF POSITION

The OHR is the lead agency for the implementation of an internationally funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

The War Crimes Chamber project is seeking to hire a Head of Interpretation/Translation with responsibility for developing rules and procedures for the Language Department and for the overall coordination and management of the interpretation/translation services. The Head of Interpretation/Translation will closely coordinate with other sections of the WCC project during all phases of the project. He/she will report to the Chief Administrative Officer.The contract period initially will be for a 2 – month period of time under OHR with the possibility of continuing employment once the Registry for the WCC project is established and operational.

DUTIES AND RESPONSIBILITIES

· Develop rules and procedures for the organization and work of the Language Department of the War Crimes Chamber;

· Coordinate the setting up of the Language Department with all other sections of the WCC project;

· Manage the Language Department in all its administrative, budgetary and personnel matters;

· Organize the distribution of translation work; ensure that final translated documents are consistent in terms of terminology; monitor workloads and ensure compliance with deadlines;

· Plan and coordinate the Language Department's coverage of interpretation required during hearings and trials;

· Verify the quality of interpretation/translation; discuss and evaluate the individual performance of interpreters and translators

· Keep systematically abreast of issues and terminology relevant to courtroom proceedings;

· Provide simultaneous and consecutive interpretation when needed;

· All other duties as requested by the Chief Administrative Officer.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

· University degree in a relevant area;

· Court Certification;

· At least five years of relevant work experience; experience in a judicial or courtroom setting a distinct advantage;

· At least two years of management experience;

· Excellent command of spoken and written English and local languages;

· Ability to prioritize and organize the workload to complete the work in an efficient and timely manner;

· Ability to work effectively under pressure and to perform various complex tasks simultaneously;

· Experience working under tight deadlines;

· Excellent communication and interpersonal skills;

· Excellent computer skills;

· Excellent sense of confidentiality;

· Willingness to work long hours.

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: 2004/526 must be quoted
Closing date for applications: 10 November 2004

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