INTERPRETER

DUTY STATION: Brcko

GRADE: 6

CONTRACT TYPE: National Fixed Term

PURPOSE AND SCOPE OF POSITION:

Purpose of the position is to provide Interpreting and translating support for the various departments in OHR Brcko. The scope involves translation of various documents, providing translation support in various meetings, and carrying out tasks as supplied by the supervisor. Given the nature of work, strong teamwork, co-ordination, and attention to detail is required. He/she will work under general supervision of the Regional Administration Manager.

DUTIES AND RESPONSIBILITIES:

· Provide written translations with a high level of accuracy that captures the specific nature of the document. This requires a high level of skill and therefore a large working vocabulary is required;

· Interpret in various meetings that cover broad subject areas;

· Ability to translate in front of large crowd and in the public forum (i.e radio/TV interviews, press conferences);

· Maintain required archives of translated documents;

· An interpreter is required to make the continuous investment in skills required to carry these basic tasks;

· Provide general administrative support in terms of arranging meetings and agendas.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· University Degree in English Language studies required;

· Minimum of one year of work experience in a similar position essential;

· Excellent computer skills;

· Ability to work in a team as well as unsupervised;

· Ability to work with people from various cultural backgrounds.

Any personnel 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: 2004/347 must be quoted
Closing date for applications: 15 July 2004

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