SENIOR INTERPRETER

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National (Short-term)

PURPOSE AND SCOPE OF POSITION:

As a part of a team of professionals, Senior Interpreter translates and interprets a wide variety of written and spoken communications in English and local languages, thus facilitating communication between Police Restructuring Commission staff and non-English speaking local politicians and other officials at the highest level.

DUTIES AND RESPONSIBILITIES:

· Interpret consecutively (verbally) and perform 'chuchotage' interpretation for the Commissioner and Deputy Commissioner, as well as other staff within the Commission at conferences, seminars and meetings, TV/radio/newspapers interviews, and other top level meetings or trips involving the highest national and international officials;

· Translate a wide variety of top level documents from English to local languages and vice versa, including laws, agreements, reports and other correspondence;

· Translate other technical, political, legal, financial and economic documents and daily correspondence;

· Interpret during working diners and receptions attended by the Commission representatives;

· Prepare 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 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.

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: 2004/297 must be quoted
Closing date for applications: 10 June 2004

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

The selected candidate is expected to start working immediately