

SENIOR INTERPRETERS

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National (4 positions)

PURPOSE AND SCOPE OF POSITION:

As a part of a team of professionals, Senior Interpreters translate and interpret a wide variety of written and spoken communications in English and local languages, thus facilitating communication between OHR staff and non-English speaking local politicians and other officials at the highest level.

DUTIES AND RESPONSIBILITIES:

- Interpret consecutively (verbally) and perform interpretation for OHR ACCU staff at conferences, seminars and 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, basic documents, Principals' correspondence etc;
- Translate other technical, political, legal, financial and economic documents and daily correspondence;
- Interpret during working dinners and receptions attended by the OHR ACCU Principals;
- Prepare verbal or written summaries of documents.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University degree with major in English language studies or equivalent;

- 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;
- Knowledge of French language is an asset.

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
application@ohr.int***

E-mail:

***Please quote Reference number: 2004/290,291,292,293
Closing date for applications: 5th June 2004***

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