

SENIOR INTERPRETER

DUTY STATION: Sarajevo

GRADE: 7

CONTRACT TYPE: National

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 OHR 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 High Representative, Principal Deputy High Representative, Senior Deputy High Representative as well as other OHR staff 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, Principals' correspondence etc.
- Translate other technical, political, legal, financial and economic documents and daily correspondence;
- Prepare verbal or written summaries of documents;
- Perform other duties as requested by the Supervisor.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University degree with major in English language studies or equivalent;
- 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: 2003/293 must be quoted

Closing date for applications: 18 September 2003

Only short-listed candidates will be contacted

No telephone inquiries please