

INTERPRETER

DUTY STATION: Banja Luka

CONTRACT TYPE: National

GRADE: 6

PURPOSE AND SCOPE OF THE POSITION

The incumbent will provide translation and interpretation.

DUTIES AND RESPONSIBILITIES

- Translate laws and documents (technical, political, legal, financial, economic, etc.) and incoming daily correspondence;
- Interpret at the meetings and trips involving the Front Office, as well other departments (Legal, Political, Economic, Humanitarian, Human Rights, Media);
- Interpret at TV and Radio programs and at press conferences;
- Prepare summaries of long documents, when requested;
- Make phone calls;
- Arrange meetings;
- Photocopy when required;
- Any and all other related duties required for the completion of their work as may be assigned to the incumbent of the position;

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- University Degree in English language preferred, but not mandatory;
- Minimum of two years work experience as a translator is a mandatory requirement;
- Excellent computer skills;

- Willingness to work with people from various cultural backgrounds;
- Willingness to work long hours.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771 E-mail: application@ohr.int

***Reference number must be quoted: 2003/126
Closing date for applications: 24 April 2003***

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