

# INTERPRETER /ADMINISTRATIVE ASSISTANT

## VACANCY NOTICE

### INTERPRETER /ADMINISTRATIVE ASSISTANT

### INDEPENDENT JUDICIAL COMMISSION

### REGIONAL OFFICE BANJA LUKA

#### **Duty Station:**

Banja Luka

#### **Contract Type:**

National (Two positions)

### THE INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of BiH and the High Judicial and Prosecutorial Council of BiH (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and

prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in BiH. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs

## **PURPOSE AND SCOPE OF POSITION**

The Independent Judicial Commission is currently seeking qualified candidates for the position of Interpreter/Administrative Assistant. She/He will perform interpretation and translation duties for the staff of the Banjaluka IJC Field Office and also provide administrative and secretarial support.

## **DUTIES AND RESPONSIBILITIES**

- Performing consecutive and simultaneous translation at meetings, conferences and seminars held throughout the area of responsibility of the Field Office
- Performing written translations of daily correspondence as well as technical and legal documents, including regular reports
- Preparing verbal or written summaries of documents
- Ensuring the smooth functioning of all secretarial tasks in the Field Office, including dealing with verbal and written inquiries, maintaining records of files in accordance with the IJC system, maintaining records of incoming and outgoing correspondence, and assisting the other staff of the Field Office as appropriate
- Maintaining administrative records, under the supervision of the Head of Field Office

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Demonstrated proficiency in the English language
- Graduate degree may be substituted for work experience
- Professional experience of at least 2 years as translator/interpreter is essential, preferably with the international community and involving legal issues
- Experience of carrying out secretarial and administrative tasks
- Proficiency in computer literacy essential (Windows environment and Internet facilities)
- Ability to work unsupervised, and to be a self starter
- Flexibility and ability to cope with stress and long working hours
- Team work oriented attitude
- Ability and willingness to travel within BiH

Any personnel with the above qualifications should provide (in English) a CV with one-page cover letter including references to:

**OHR Administrative Officer**

**Njegoseva bb, 78000 Banja Luka**

**Fax: +387 (0)51 217 091**

**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference number: 2003/013,  
014**

**Closing date for applications: 20  
February 2002**

**No telephone enquiries please.**

Only short listed candidates will be contacted and advised of  
exact dates of duration of contracts.