

# **INTERPRETER/ADMINISTRATIVE ASSISTANT TO THE BROADCASTING AGENT – MEDIA DEVELOPMENT**

## **PURPOSE AND SCOPE OF THE POSITION**

The incumbent will work under the direct supervision of the Broadcasting Agent. Interpreter/administrative assistant will provide assistance both at the Media Centre, Sarajevo and at other locations throughout B&H as required. The assistant will work with other members of the PBS Project team, as designated by the Broadcasting Agent.

## **DUTIES AND RESPONSIBILITIES**

- Consecutive verbal translation at meetings, discussions and conferences;
- Translation of documents and letters;
- Preparation of documents for meetings;
- Recording and drafting minutes of meetings as required;
- Providing all general administrative assistance;
- Any other duties as requested by the Broadcasting Agent.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Completed secondary education;
- Excellent oral and written English and local language skills;

- Solid translation and interpretation skills;
- Minimum two years of related experience, preferably with international organization;
- Good communication and public relation skills; tact in all dealings;
- Experience and ability to work under pressure and within limited timeframes;
- Must be willing to accept challenging working conditions and limited communications;
- Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity;
- Computer skills to include Windows environment, Microsoft Word, Excel, Access or equivalent software programs.

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

**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](mailto:application@ohr.int)**

**Please quote Reference No. 2002/243**

**Closing date for applications: 22 August 2002**

***No telephone enquiries please***

***Only short listed candidates will be contacted***