

# Senior Interpreters and Simultaneous Interpreters

## PURPOSE AND SCOPE OF POSITION

The Translation Services Section of OHR Sarajevo is currently seeking qualified candidates for the position of Senior Interpreter and Simultaneous Translator. He/she will, as part of a team of professionals, perform translation and interpretation duties for the Principal Deputy High Representative, the Senior Deputy High Representative as well as other Heads of Department within the OHR. Senior Interpreter and Simultaneous Translator will work under the general supervision of the Director of Personnel and under the direct supervision of the Head of Translation Services.

## DUTIES AND RESPONSIBILITIES

- Consecutive (verbal) and 'chuchotage' interpretation at conferences, seminars and meetings, during TV/radio/newspapers interviews, at top level meetings or trips involving the highest national and international officials;
- Written translations of technical, political, legal, financial and economic documents and daily correspondence;
- Preparation of verbal or written summaries of documents;
- Simultaneous translation (from a booth) at TV interviews, conferences, seminars and high level meetings that require immediate translation, using headphones and microphones and other necessary equipment. (**APPLICABLE ONLY FOR SIMULTANEOUS TRANSLATORS**)

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree with major in English language studies;
- 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 a CV (in English) with a

one-page cover letter and references to:

**Personnel Department**

**OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

**Fax : +387 (0) 33 283 771**

**E-mail:**

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

**Please quote Reference No. 2002/201**

**Closing date for applications: July 10, 2002**

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

***No telephone enquiries please***