

Senior Interpreter - Independent Judicial Commission

DUTY STATION: Sarajevo

CONTRACT: National (7 posts)

INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of a High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

PURPOSE AND SCOPE OF POSITION

The IJC in Sarajevo is currently seeking a qualified candidate for the position of Senior Interpreter. The person will be responsible for ensuring the smooth operation of the IJC with respect to both administrative and finance matters.

Under the general supervision of the IJC Director, and the direct supervision of the IJC Head of Administration and Finance Department, Senior Interpreter is responsible for, but not necessarily limited to, the following assigned duties:

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.
- Translating the technical legal documents and daily correspondence
- Preparation of verbal or written summaries of documents
- Take minutes at meetings as required
- Perform any other administration duties as required
- Supervising the interpreters at the IJC, based both in Sarajevo Headquarters and at the Field Offices of the IJC

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree with major in English language studies
- Professional experience of at least 3 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

- Willingness to work with people from various cultural backgrounds.

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

Personnel Department;OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283 771

E-mail: application@ohr.int

Please quote Reference number: 2002/154, 155, 156, 157, 158, 159 and 160

Closing date for applications: 20 June 2002

The Independent Judicial Commission foresees in the up and coming months (June through July) a number of vacant positions for both National and International Contractors. These positions will be filled on a needed basis with appointment dates subject to organizational needs and vacancy announcements will not have starting dates. Only short listed candidates will be contacted and advised of exact dates of duration of contracts.