

## **Assistant /Interpreter - Office of the Special Envoy**

The selected candidate will work under the general supervision of the Deputy High Representative/Special Envoy's Coordinator and the direct supervision of the Special Envoy of Trebinje.

### **DUTIES AND RESPONSIBILITIES**

- Maintain good knowledge of political situation in Eastern Republika Srpska
- Preparation and attendance of meetings with local officials and members of the International Community with or without the Special Envoy as deemed appropriate
- Liaison with International Community and local officials as necessary for the Special Envoy's office
- Take meeting minutes as required by the Special Envoy
- Provision of reports, drafts of letters or other documents
- Translation of correspondence and other documents from local languages into English and vice versa
- Interpretation at meetings, discussions, conferences or others official duties as requested by the Special Envoy
- Interpretation for the Special Envoy during interviews and other public appearances on TV and radio stations
- Perform driving duties and operate under OHR Transport Procedures
- Run administration and financial matters in coordination with OHR South
- Establish and maintain office filing system
- Accompany the Special Envoy when on mission
- Any other relevant duty as required by the Special Envoy

### **QUALIFICATIONS AND REQUIREMENTS**

- § University degree is an advantage, but not a must
- § Previous work experience with international organisations preferred
- § Professional experience of at least 3 years as translator/interpreter essential preferably with the international community
- § Excellent written and spoken English
- § Political awareness

- § Computer literacy
- § Superior administrative and organisational skills
- § Valid and clean driving license
- § Experience in driving 4x4 vehicles essential
- § Flexibility and ability to cope with stress and long working hours
- § Team work oriented attitude
- § Ability to work with people of different cultural backgrounds

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

**Administration Manager**

**OHR South**

**Kolodvorska bb, 88 000 Mostar**

**E-mail: Fax: +387 (0) 36 317 614 E-mail: application@ohr.int**

**Please quote Reference No. 2002/054**

**Closing date for applications: Monday 18<sup>th</sup> March 2002**

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

***No telephone inquiries please***