Interpreter – Independent Juduicial Commission

PURPOSE AND SCOPE OF THE POSITION

The Independent Judicial Commission is currently seeking qualified candidates for the position of Interpreter. He/she will perform interpretation and translation duties for the staff of the Field Office and also provide secretarial support. The incumbent will work under the direct supervision of the Head of Field Office Bihac and the general supervision of the Administration Department of IJC Sarajevo.

DUTIES AND RESPONSIBILITIES

1. Performing consecutive and simultaneous translation at meetings, conferences and seminars held throughout the area of responsibility of the Field Office

1. Performing written translations of daily correspondence as well as technical and legal documents, including regular reports

2. Preparing verbal or written summaries of documents

1. Ensuring the smooth functioning of all secretarial tasks in each Field Office, including dealing with verbal and written inquiries, maintaining records of complaints in accordance with the IJC system, maintaining records of incoming and outgoing correspondence, and assisting the other staff of the Field Office as appropriate

1. Maintaining administrative records, under the supervision of the Administrative and Finance Officer in Sarajevo

2. Other secretarial or administrative duties as assigned

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University qualifications with major in English language studies

2. Professional experience of at least two years as translator/interpreter is essential, preferably with the international community and involving legal issues

3. Experience of carrying out secretarial and administrative tasks

1. Proficiency in computer literacy essential (Windows environment and Internet facilities)

2. Self starter and ability to work unsupervised

1. Flexibility and ability to cope with stress and long working hours

2. Team work oriented attitude

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter

in confidence to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71 000 Sarajevo

Fax: ++387 33 283 771 E-mail: **application@ohr.int**

Please quote Reference No. 2002/030

Closing date for applications: February 12, 2002

Only short-listed candidates will be contacted

No telephone enquiries please