Interpreters Supervisor- Interpreters Pool; Personnel Department

PURPOSE AND SCOPE OF THE POSITION

The purpose of the Interpreter supervisor is to ensure the overall management of the translation pool. Ensuring quality control of translated documents, efficient management of staff resources, and supporting the Front Office Interpreter when absent are considered the core tasks of this position. Copy editing, proof reading, and careful review of translated documents are the standard tools used by the Pool Supervisor in order to ensure a quality end product. The scope of the position is to ensure accurate and clear translations, be it in a verbal or in a written format. The selected candidate will work under the general supervision of the Director of Personnel and under the direct supervision of the Administration Manager.

DUTIES AND RESPONSIBILITIES

1. Supervise daily activities of the translation section in OHR North.

2. Schedule staff planning on daily bases.

1. Produce written translations with a high level of accuracy that captures the specific nature of the document.

2. Interpret in various meetings that cover broad subject areas.

3. Translate simultaneously at conferences and seminars

1. Ensure accuracy of translations of pool staff (revision, editing, proof-reading)

2. Comply with personnel policy as outlined by Administration

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. University Degree in English language mandatory. Masters in English literature preferred, but not mandatory.

1. Minimum of five years work experience as a translator is a mandatory requirement.

1. Minimum of two years of work experience in a supervising position desired.

1. Demonstrated proof reading skills highly desired.

2. Excellent computer skills

3. Willingness to work with people from various cultural backgrounds

4. Willingness to work long hours

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 Brcko,

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 2002/009

Closing date for applications: February 7th, 2002