Assistant / Interpreter – Office Of The Zepce Supervisor

PURPOSE AND SCOPE OF POSITION

The Zepce Supervisor is seeking a pro-active and experienced Assistant/Interpreter who will provide interpretation services and support. He/she will work under the general supervision of the Zepce Supervisor.

DUTIES AND RESPONSIBILITIES

- Consecutive interpreting in meetings, press conferences and radio shows.
- Translating of incoming and outgoing correspondence, newspapers articles and other documents of economic, legal, political or other nature.
- Monitoring of local press articles and radio programs.
- Drafting correspondence in English and Bosnian/Croatian.
- Maintaining contact with the international organizations and local authorities with respect to Zepce Supervisor work or ongoing projects.
- To act as the point of contact for individuals approaching Zepce Supervisor Office for assistance.
- Special projects such as surveys, compiling information and data from international and local authorities or disseminating public information campaign materials.
- Performing general office duties and drive 4×4 vehicles on field trips if and when needed.

WORK AND PROFESSIONAL REQUIREMENTS

- Completed secondary education essential (University degree in English Language Studies advantage).
- Excellent command of oral and written English as well as Bosnian/Croatian.
- Experience of interpretation and program assistance with the international community is preferred.
- Experience of dealing with political parties and an understanding of public administration is preferred.
- Excellent computing skills (Microsoft environment).
- Understanding of the current political, economic and return issues.
- Personality and skills to work pro-actively and under tight deadlines in a small team.
- Candidate must be willing to work above regular working hours if and when required.

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:

OHR Zenica

RMK Promet building

Kucukovici 2, 72000 Zenica

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