

Interpreter - Return and Reconstruction Task Force (RRTF)

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will provide interpreting and translating services and perform administrative tasks as requested. Also, he/she will act as an office liaison with other international and local organizations and individuals. The incumbent will work under the general supervision of the Special Envoy and under the direct supervision of the RRTF Field Officer.

DUTIES AND RESPONSIBILITIES

1. Interpreting and translating for OHR and some other International Organisation (OSCE, UNHCR), when required.
2. Assisting RRTF Field Officer and Special Envoy in organising meetings, getting general information from the Displaced Persons, organisations, municipal officials and other people of interest to the programs. Compiling charts and maps.
3. Following daily and weekly media of relevant interest to the RRTF Field Officer and Special Envoy programs.
4. Processing individual applications of persons approaching OHR Dobož for advice on property issues, human rights, High Representative's decisions, referring the more significant ones to RRTF Field Officer and Special Envoy.
5. Implementing and developing projects as requested by the RRTF Field Officer. Doing field visits.
6. Performing smaller duties instead of RRTF Field Officer (such as organising deliveries of donated equipment) as well as representing RRTF Field Officer in meetings, hand-over ceremonies and gatherings during both RRTF Field Officer's absence or inability to attend.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. University Degree in English Language studies required
2. Minimum of one year of work experience in a similar position essential

3. Excellent computer skills
4. Ability to work in a team as well as unsupervised
5. Ability to work with people from various cultural backgrounds

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

Administration Manager

OHR North – Brcko

Obilica bb, 76000 Brcko

Fax : +387 (0) 49 205 560

E-mail: application@ohr.int

Please quote Reference: 215/01

Closing date for applications: August 22nd, 2001