

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 dues 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 4×4 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](mailto:application@ohr.int) **E-mail:**
application@ohr.int

Please quote Reference No. 2002/054

Closing date for applications: Monday 18th March 2002

Only short-listed candidates will be contacted

No telephone inquiries please