

ASSISTANT/INTERPRETER

Duty station: Travnik

Contract type: National

Grade: 4

PURPOSE AND SCOPE OF THE POSITION

Under the general supervision of the Head of Sarajevo Region and the direct supervision of the Head of OHR Field Office Travnik, the Field Office Assistant/Interpreter will provide assistance and support to the Head of FO Travnik and be responsible for, but not necessarily limited to, the following assigned duties:

DUTIES AND RESPONSIBILITIES

Consecutive interpretation in meetings, press conferences and radio shows;

Translation of incoming and outgoing correspondence, newspapers articles and other documents of economic, legal, political or other nature;

Monitoring of local press articles and radio programmes relevant to FO Travnik, including occasional transcription of radio programmes;

Drafting basic correspondence in English and Bosnian/Croatian/Serbian;

Arranging meetings for FO Travnik staff members;

Occasionally taking minutes of meetings attended by FO Travnik staff members;

Directing persons who approach FO Travnik for assistance to

the relevant organisations capable of providing the requested assistance and providing basic legal information if appropriate under the circumstances;

Occasionally assisting the Head of FO Travnik during field trips, including driving duties;

Special projects as tasked by the Head of FO Travnik, including conducting surveys, gathering information from international and local authorities and disseminating public information campaign materials;

General filing and office duties;

Other tasks as requested by Head of FO Travnik.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

Completed Secondary Education;

Previous work experience in a similar role requested;

Very good oral and written English;

Excellent computer skills;

Ability to work long hours and under pressure;

Willingness to work with people from various cultural backgrounds;

Possession of a valid driving license.

Any person with this professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel

***Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2002/341

Closing date for applications: 3 January 2003