Assistant/Interpreter – Special Envoy Department

URPOSE AND SCOPE OF POSITION

The selected candidate will work under the general supervision of the Deputy High Representative/Special Envoys Coordinator and the direct supervision of the Head of OHR Livno, Special Envoy.

DUTIES AND RESPONSIBILITIES

1. Maintain good knowledge of political situation in Canton 10

2. Establish and maintain contact with political officers from various levels

3. Co-ordinate political and legal matters with both international and national staff members

4. Follow up on different seminars and round table discussions of political parties, communities and associations

5. Run list of high ranking officers on all structural levels within AOR i.e. their duties, nominations, positions and resignations

6. Follow up on sessions of Cantonal Assembly in Canton 10

7. Translate and follow up media and press on political and legal issues

8. Draft and prepare reports as required

1. Establish and maintain office filing system

2. Run administration and financial matters in coordination with OHR South

3. Organize meetings with IC and local dignitaries as required

1. Interpret for the Head of Office at meetings, official dues as required

2. Interpret for the Head of Office during interviews and other public appearances on TV and Radio Stations

3. Translate letters for and of the Head of Office, official documents and any other documents that might be of importance for the office

4. Accompany Special Envoy when on mission

5. Take minutes at meetings as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree is an advantage, but not a must
- Previous work experience with international

organizations 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 organizational skills
8. Flexibility and ability to cope with stress and long working hours

9. Team work oriented attitude

10. Ability to work with people of difference cultural backgrounds

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV with a covering letter in confidence to:

Administration Manager

OHR Mostar

Kolodvorska bb, 88 000 Mostar

Fax: +387 (0) 36 317 614 E-mail: application@ohr.int

Please quote Reference No. 2002/045

Closing date for applications: 28 February 2002

Only short-listed candidates will be contacted

No telephone inquiries please