ASSISTANT/INTERPRETER

Duty station: Travnik

Contract type: National

Grade: 4

PURPOSE AND SCOPE OF THE POSITION

Under the general supervision of theHead of Sarajevo Regionand 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 Please quote Reference No. 2002/341

Closing date for applications: 3 January 2003