INTERPRETER

DUTY STATION: Mostar

CONTRACT TYPE: Consultancy (until 31.12.2006)

The post holder will work under the direct supervision of the High Representative's Special Envoy for Mostar and functional reporting and general supervision of the Political Officer of the OHR-South in Mostar specifically assigned to the HR's Special Envoy in Mostar.

Scope of work for this position is as follows:

a) Interpreting and translating;

b) Coordination and liaison and

c) Any other duties as required.

Duties and Responsibilities;

- Consecutive interpretation at conferences, seminars and meetings, during press conferences, TV/radio/newspapers interviews, at top level meetings or trips involving the highest national and international officials;
- Translation and interpretation with a high level of accuracy that captures the specific nature of the post. This requires a high level of skill and therefore a large working vocabulary is required;
- Written translations of all incoming and outgoing correspondence for the High Representative's Special Envoy for Mostar as well as technical, political, legal, financial and economic documents and daily correspondence;
- Preparation of verbal or written summaries of documents;

- Take minutes at meetings as required;
- Provide general administrative support in terms of arranging meetings and agendas;
- Perform any other administrative duties as required;
- Perform the same duties in other offices as required.

Professional Requirements / Qualifications;

- University Degree in German language studies;
- English an asset;
- Professional experience of at least 3 years as translator/interpreter is essential, preferably with the international community;
- Thorough knowledge and understanding of political landscape in Bosnia and Herzegovina , particularly Mostar;
- Excellent computer literacy and organizational skills;
- Ability to work in a team as well as unsupervised;
- Ability to pay attention to details;
- Demonstrable flexibility and ability to adjust readily to changing priorities;
- Flexibility and ability to cope with stress and long working hours;
- Willingness to work with people from various cultural backgrounds.

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

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Reference number: 2006/075 must be quoted

Closing date for applications: 24 September 2006