

INTERPRETER

DUTY STATION: Brcko

GRADE: 6

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Purpose of the position is to provide Interpreting and translating support for the various departments in OHR Brcko. The scope involves translation of various documents, providing translation support in various meetings, and carrying out tasks as supplied by the supervisor. Given the nature of work, strong teamwork, co-ordination, and attention to detail is required.

DUTIES AND RESPONSIBILITIES:

- Provide written translations with a high level of accuracy that captures the specific nature of the document. This requires a high level of skill and therefore a large working vocabulary is required;
- Interpret in various meetings that cover broad subject areas;
- Ability to translate in front of large crowd and in the public forum (i.e radio/TV interviews, press conferences);
- Maintain required archives of translated documents;
- An interpreter is required to make the continuous investment in skills required to carry these basic tasks;
- Provide general administrative support in terms of arranging meetings and agendas;

- Replacing BFA0 Front Office Executive Secretary during her absence, providing daily secretarial support to the Head of the Office (Front Office), Deputy Head of the Office and Special Assistant to the Head of the Office in the form of secretarial support, agenda scheduling, acting as the primary liaison in support issues relating to the office executive, co-ordinating the events surrounding the Front Office's daily agenda, co-ordinating official OHR correspondences coming to or issued by the Front Office.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- University Degree in English Language studies required or equivalent working experience (minimum three years);
- Minimum of one year of work experience in a similar position essential, previous experience with the OHR is an advantage;
- Secretarial experience is an advantage;
- Excellent computer skills;
- Ability to work in a team as well as unsupervised;
- Flexibility and ability to work under stress and to work long hours;
- Ability 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, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771

E-mail:

application@ohr.int

Reference number: 2006/014 must be quoted

Closing date for applications: 3 February 2006

Only short-listed candidates will be contacted

No telephone inquiries please