

# INTERPRETER

**DUTY STATION:** Banja Luka

**GRADE:** 6

**CONTRACT TYPE:** National

## **PURPOSE AND SCOPE OF POSITION**

The incumbent will be responsible for translating and interpreting.

## **DUTIES AND RESPONSIBILITIES**

- Translate laws and documents (technical, political, legal, financial, economic, etc.) and incoming daily correspondence;
- Interpret at the meetings and trips involving the Front Office, as well as other departments (Legal, Political, Economic, Media, etc.);
- Interpret at TV and Radio programs and at press conferences;
- Prepare summaries of long documents, when requested;
- Make phone calls;
- Arrange meetings;
- Photocopy when required;
- Any and all other related duties required for the completion of their work as may be assigned to the incumbent of the position;

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- University Degree in English language preferred, but

not mandatory;

- Minimum of two years work experience as a translator is a mandatory requirement;
- Excellent computer skills;
- Willingness to work with people from various cultural backgrounds;
- Willingness to work long hours.

**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  
application@ohr.int***

***E-mail:***

***Reference number: 2005/048 must be quoted  
Closing date for applications: 12 March 2005***

***Only short-listed candidates will be contacted  
No telephone inquiries please***